



**PHILIPPINE NATIONAL OIL COMPANY
PNOC BLDG. 6, ENERGY CENTER, RIZAL DRIVE,
BONIFACIO GLOBAL CITY, TAGUIG CITY**

PHILIPPINE BIDDING DOCUMENTS

Project Title : Consulting Services for the Construction Management of the Construction of New Pier (ESB Port Development Option 1 – Scheme B) and Flattening of the Hilly Area (Phase 1)

REI No. : 2023-02-060

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**Consulting Services for the
Construction Management
of the Construction of New
Pier (ESB Port Development
Option 1 –Scheme B) and
Flattening of the Hilly Area
(Phase 1)**

REI No.: 2023-02-060

PART I

Checklist of Eligibility Requirements

1. Eligibility documents Submission Form (Annex A)

Class "A" Documents

Legal Documents

2. Valid PhilGEPS Registration Certificate (Platinum Membership)(all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

3. Statement of Consultant's Nationality (Annex B)
 - Notarized Authority
4. Curriculum Vitae for the Proposed Professional Staff (Annex C)
5. Statement of Completed Contracts (Annex D)
6. Certificate of Good Standing, Acceptance Report, Certificate of Satisfactory Service Rendered, or Any Proof of Satisfactory Completion of Completed Contracts
7. Statement of Ongoing and Awarded but Not Yet Started Contracts (Annex E)

Class "B" Document

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

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



PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center
Rizal Drive, BGC, Taguig City
Tel. No.: 789 – 7662
www.pnoc.com.ph
www.philgeps.gov.ph

REQUEST FOR EXPRESSION OF INTEREST

Consulting Services for the Construction Management of the Construction of New Pier (ESB Port Development Option 1 – Scheme B) and Flattening of the Hilly Area (Phase 1)

Request for Expression of Interest No. 2023-02-060

1. The **PHILIPPINE NATIONAL OIL COMPANY (PNOC)**, through the **2023 Approved Corporate Operating Budget** intends to apply the sum of, **Forty-Three Million Nine Hundred Fifty-One Thousand Twenty-Five Pesos (₱ 43,951,025.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for **Consulting Services for the Construction Management of the Construction of New Pier (ESB Port Development Option 1 Scheme B) and Flattening of the Hilly Area (Phase 1)**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **PNOC** now calls for the submission of eligibility documents for the **Consulting Services for the Construction Management of the Construction of New Pier (ESB Port Development Option 1 Scheme B) and Flattening of the Hilly Area (Phase 1)**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **March 28, 2023 (10:00AM)** at **PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from the **PNOC Procurement Management Division** and inspect the Bidding Documents at the address given below during **working days from 8:00 AM to 5:00 PM**.
4. The Bidding Documents (Part 1) may be acquired on **March 21, 2023** by interested Consultants from the address below. Short Listed Consultants may only be allowed to acquire the Bidding Documents (Part 2) and drop their Technical and Financial Proposals upon payment of the applicable bidding documents fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty Five Thousand Pesos (PhP25,000.00)**.

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

5. Opening of Eligibility Documents shall be on **March 28, 2023 (10:30AM)** at the given address below and/or via **Zoom**. Eligibility Documents shall be opened in the presence of

the bidders' representatives who choose to attend the activity. Late submissions shall not be accepted

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 *top three (3)* prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

a. <i>Experience of the Firm</i>	:	60%
b. <i>Qualification of Personnel</i>	:	30%
c. <i>Financial/Job Capacity</i>	:	10%

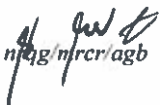
7. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

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.

8. The Procuring Entity shall evaluate bids using the *Quality - Cost Based Evaluation/Selection (QCBE/QCBS)* procedure. The weights to be allocated for the Technical Proposal is *Eighty-Five Percent (85%)* and Financial Proposal is *Fifteen Percent (15%)*. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
9. The Consultant shall commence work within five (5) working days upon receipt of Notice to Proceed (NTP) from PNOC and continue until the two (2) projects (Construction of New Pier and Flattening of the Hilly Area) are completed and accepted.
10. The *PNOC* 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:

The Secretariat
Bids and Awards Committee
Philippine National Oil Company
G/F PNOC Bldg. 6, Energy Center, Rizal Drive,
Bonifacio Global City, Taguig City
Tel. Nos.: 8789 – 7757
Fax Nos.: 8812 – 6041 / 8840 – 1440
Email: cfcemelo@pnoc.com.ph / procurement@pnoc.com.ph
Website: www.pnoc.com.ph / www.philgeps.gov.ph


n/eg/nrcr/agb


ATTY. RONALD C. CHUA
BAC Chairperson

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

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:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;

- (c) be addressed to the Procuring Entity's BAC specified in the EDS;
- (d) bear the specific identification of this Project indicated in the EDS; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

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

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:

- (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.

- 8.4. 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>Consultant shall undertake the following:</p> <p style="text-indent: 40px;">The consultant shall undertake the construction supervision and management of the project in accordance with the approved PNOC Feasibility Study and Detailed Engineering Design. The consultant shall ensure that the implementation of the ESB Port Development and Levelling of Hill projects are compliant with the approved detailed engineering designs, environment, and sound engineering practice as well as consistent with the objectives and goal of the project in general.</p> <p style="text-indent: 40px;">The principal tasks, duties and responsibilities of the Consultant are outlined below.</p> <p><i>Task 1. Pre-Construction Activities</i></p> <p style="text-align: center;">Sub-Tasks</p> <p style="text-align: center;">1-1 Review the approved contracts as well as the mitigating measures for the projects, Environmental Management Plan, and Environmental Compliance Certificate conditions.</p> <p style="text-align: center;">The Consultant shall review the following documents submitted by the winning bidders to ensure compliance with the mitigating measures, Environmental Management Plan and Environmental Compliance Certificate conditions for the projects:</p> <ol style="list-style-type: none"> a. Technical Specifications (refer to the DPWH Standard Tech. Specs.); b. Bill of Quantities; c. Priced Bill Form; d. Unit Cost Analysis (Detailed Quantity Estimates); e. Program of Work/ S- Curve & Bar Chart with PERT-CPM; f. Contractor's All Risk Insurance; and g. Performance Security. <p><i>Task 2. Construction Stage</i></p> <p style="text-align: center;">2.1 Provide technical assistance and carry out sufficient site and field/ soil investigation to permit the site-adapted plan, particularly as to the lay-out of Construction of New Pier (ESB Port Development Option I – Scheme</p>

B) and Flattening of the Hilly Area – Phase 1, storm and drainage, among others;

- 2.2 Coordinate with the contractor's representative, DENR-RO, LGUs, and other agencies' representatives, on at least a bi-monthly basis, to review the accomplishment reports, evaluate, validate, and inspect compliance of accomplishments with the plans and specifications of the project/s;
- 2.3 Ensure that the quality of materials and workmanship are compliant with the approved technical specifications;
- 2.4. Ensure that the contract is on schedule and that the project will be completed as scheduled.
- 2.5 The Consultant shall also enroll Scuba Diving Lessons and secure Certification for Scuba Diving for their inspectors and two to three inspectors from PNOC in order to inspect construction methodologies under water;
- 2.6 Assist PNOC in the evaluation of the contractor's monthly progress report and the proper documentation of any deviation as well as in the evaluation of submissions to address deviations and rectification works (i.e. logbook, shop drawing, test result, as-built plan, permits);
- 2.7 Guide and advice the PNOC in resolving issues related to contract administration and implementation;
- 2.8 Ensure compliant with Section 6.4 of Annex "B", General Principles on Consulting Services, of the Revised Implementing Rules and Regulations of the Republic Act 9184 otherwise known as the Government Procurement Reform Act.

Task 3. Post-Construction Stage

- 3.1 Assist PNOC during the punch listing, evaluation of contractor's accomplishment and rectification/ completion of works before final inspection/ acceptance;
- 3.2 Prepare completion reports and certify the contractor's tasks based on the review of existing documents, surveys and as-built plans, etc.;

1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>five (5) years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<i>Acceptable proof of satisfactory completion of completed contracts, either of the following:</i> <i>a. Certificate of Completion / Acceptance</i> <i>b. Official Receipt</i>
4.2	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
(c)	<i>Bids and Awards Committee of the Procuring Entity concerned with the Project.</i> ATTY. RONALD C. CHUA Chairperson Bids and Awards Committee Philippine National Oil Company G/F PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City
4.3 (d)	<i>Consulting Services for the Construction Management of the Construction of New Pier (ESB Port Development Option 1 Scheme B) and Flattening of the Hilly Area (Phase 1)</i> Request for Expression of Interest No. 2023-02-060
5	The address for submission of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i> The deadline for submission of eligibility documents is March 28, 2023 (10:00 AM)
8.1	The place of opening of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i> The date and time of opening of eligibility documents is March 28, 2023 (10:30 AM)
9.1	Similar contracts shall refer to Construction Management of Port Harbor Projects. Relevant contracts shall refer to Any Construction Management other than Pier and Harbor.
9.2	<i>Detailed set of criteria and rating system to be used for the short listing of consultants.</i>

**Criteria for Short Listing of Prospective Bidders
(Construction Management)**

Criteria/ Particulars	Max Points
I. Experience of the Firm	60
a. Years in the Consulting Services	20
b. Related Experience	40
<i>i. Similar Experience</i>	30
<i>ii. Relevant Experience</i>	10
II. Qualification of Personnel	30
III. Financial/ Job Capacity	10
Grand Total	100

BASIS FOR RATING	
*For Years in the Consulting Services	
Number of Years	Points
25 or more	20
20 to < 25	11
15 to <20	9
10 to <15	5
5 to <10	3
1 to <5	2

***Related Experience/ Previous Engagements	
Similar Experience	
No. of Similar Projects	Points
5 or more	30
3 to 4	20
1 to 2	10
Relevant Experience	
No. of Relevant Projects	Points
5 or more	10
3 to 4	5
1 to 2	3

For Eligibility the following criteria shall be followed;

BASIS OF RATING (Education)					
		BS or BA	MA or MS	PhD	Score
1	Team Leader - Port Development Specialist (Civil)	8	1	1	10
2	Senior Port Engineer (Civil)	8	1	1	10
3	Structural Engineer (Civil)	0	9	1	10
4	Soil/ Material Engineer (Civil)	8	1	1	10
5	Geodetic Engineer	8	1	1	10
6	Electrical Engineer	8	1	1	10
7	Drainage Engineer (Hydrologist/ Hydraulic) (Civil)	8	1	1	10
8	Safety Engineer (Civil)	8	1	1	10
9	Environmental and Social Development Specialist (Planner/ Environmental Specialist)	8	1	1	10

BASIS OF RATING (Training)					
		3 Relevant	Plus 1	Plus 1	Score
1	Team Leader - Port Development Specialist (Civil)	8	1	1	10
2	Senior Port Engineer (Civil)	8	1	1	10
3	Structural Engineer (Civil)	8	1	1	10
4	Soil/ Material Engineer (Civil)	8	1	1	10
5	Geodetic Engineer	8	1	1	10
6	Electrical Engineer	8	1	1	10

7	Drainage Engineer (Hydrologist/ Hydraulic) (Civil)	8	1	1	10
8	Safety Engineer (Civil)	8	1	1	10
9	Environmental and Social Development Specialist (Planner/ Environmental Specialist)	8	1	1	10

BASIS OF RATING (Experience)					
		15 Years	10 Years	7 Years	Score
1	Team Leader - Port Development Specialist (Civil)	10	0	0	10
2	Senior Port Engineer (Civil)	10	10	0	10
3	Structural Engineer (Civil)	10	10	10	10
4	Soil/ Material Engineer (Civil)	10	10	10	10
5	Geodetic Engineer	10	10	10	10
6	Electrical Engineer	10	10	10	10
7	Drainage Engineer (Hydrologist/ Hydraulic) (Civil)	10	10	10	10
8	Safety Engineer (Civil)	10	10	10	10
9	Environmental and Social Development Specialist (Planner/ Environmental Specialist)	10	10	10	10

Financial/ Job Capacity

Criteria/ Particulars	Points
Current Assets	
Current Liabilities	
Value of K*	

	Value of ongoing projects	
	Value of Awarded but not yet started projects	
	NFCC**	
	Score Rating	
<p>*K value is 15 **Decision Criteria – Highest NFCC will get full points (10) while 2nd highest will receive 9 and so on.</p>		

Section IV. Eligibility Submission Forms

Eligibility Documents Submission Form – ANNEX “A”.....	25
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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]* under *[Reference No.]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; 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.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address
Email Address

STATEMENT OF THE CONSULTANT'S NATIONALITY

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In compliance with the requirements of the Philippine National Oil Company, for the [Project Title] under [Reference No.], I/We hereby declare the following:

1. [Select one and delete the rest]

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

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

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

2. That the following are/is the proposed Consultants:

Table with 4 columns: Name of Proposed Consultant, Proposed Position, Nationality, Proof of Identification. Rows 1-8.

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

4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith **attached notarized authority**.

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____

Email Address: _____

Contact Nos: _____

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position						
Personal Information						
Name of Staff						
Address			Contact No.		Email Address	
Date of Birth		Citizenship		Civil Status		
Project Experience <i>(start from the current employment, add rows if necessary)</i> <i>Similar and Related to the Project</i>						
EMPLOYER (AGENCY / COMPANY NAME) (Write in Full)	CLIENT (COMPANY NAME) (Write in Full)	PROJECT TITLE With Brief Project Description (Write in Full)	PROJECT DURATION (MM/DD/YYYY)		POSITION TITLE (Write in Full)	DETAILED JOB DESCRIPTION
			START	END		
Relevant Training <i>(start from the most recent, add rows if necessary)</i>						
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by	
	From	To				
Education <i>(start from the most recent, add rows if necessary)</i>						
School	Inclusive Dates		Degree Course (Indicate if Completed)	Scholarships / Academic Honors Received		
	From	To				

Technical Expertise	
Database	
Operating Systems	
Application Software	
Professional Licenses, Certificates, Other Credentials	
Title	Date Received

Certification:

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

_____ Date: _____
[Printed Name and Signature of staff member] *MM/DD/YYYY*

CERTIFIED CORRECT:

_____ Date: _____
[Printed Name and Signature of authorized representative of the firm] *MM/DD/YYYY*

ANNEX "D-1"

(SAMPLE)

STATEMENT OF COMPLETED CONTRACTS

This is to certify that ABC Consulting Services, Inc. has the following completed contracts:

PROJECT NAME (including NAME, ADDRESS OF CLIENT, CONTACT NO.)	DATE OF CONTRACT (MM/DD/YYYY)	TYPE OF CONTRACT (BRIEF PROJECT DESCRIPTION)	START DATE (MM/DD/YYYY)	COMPLETION DATE (MM/DD/YYYY)	AMOUNT OF CONTRACT	CONSULTANT'S ROLE (DESCRIPTION OF ACTUAL SERVICES PROVIDED)
DEF Port Development GHI Developers, Inc. 123 JKL St. Taguig City 09123456789	01/23/4567	The construction of a 50-meter length pier with steel piles and back filling of 5 ha...	01/23/2022	12/23/2022	Php 100,000,000.00	CONSTRUCTION MANAGEMENT (Main Consultant) Conduct actual site verification of all completed activities of General Contractor.

Name and Signature of Authorized Representative _____

_____ Date

PHILIPPINE NATIONAL OIL COMPANY
Energy Supply Base Department,
Mainaga, Mabini, Batangas

TERMS OF REFERENCE

Project : **Construction Management**
(Construction of New Pier and Flattening of the Hilly Area)

Project Location: Energy Supply Base, Mainaga, Mabini, Batangas

Justification : To properly manage and supervise the construction and development of the ESB Ports and Levelling of the Hilly Area

I. INTRODUCTION

This Terms of Reference (TOR) specifies the requirements for the consultancy services to hire a Construction Supervision and Management Consultant. The Consultancy Service is part of the implementation of the Feasibility Study of the Philippine National Oil Company (PNOC) – Energy Supply Base (ESB) Port Development in Mabini, Batangas funded under FY 2023.

II. PURPOSE OF THE ENGAGEMENT

The PNOC intends to engage the services of a consulting firm to undertake the Construction Management for the Construction of New Pier (ESB Port Development Option I – Scheme B) and Flattening of the Hilly Area – Phase 1. The consultant shall provide the services described under Section III of this TOR.

III. SCOPE OF SERVICES

The consultant shall undertake the construction supervision and management of the project in accordance with the approved PNOC Feasibility Study and Detailed Engineering Design. The consultant shall ensure that the implementation of the ESB Port Development and Levelling of Hill projects are compliant with the approved detailed engineering designs, environment, and sound engineering practice as well as consistent with the objectives and goal of the project in general.

The principal tasks, duties and responsibilities of the Consultant are outlined below.

Task 1 Pre-Construction Activities

Sub-Tasks

- 1-1 Review the approved contracts as well as the mitigating measures for the projects, Environmental Management Plan, and Environmental Compliance Certificate conditions.

The Consultant shall review the following documents submitted by the winning bidders to ensure compliance with the mitigating measures, Environmental Management Plan and Environmental Compliance Certificate conditions for the projects:

- a. Technical Specifications (refer to the DPWH Standard Tech. Specs.);
- b. Bill of Quantities;
- c. Priced Bill Form;
- d. Unit Cost Analysis (Detailed Quantity Estimates);
- e. Program of Work/ S- Curve & Bar Chart with PERT-CPM;
- f. Contractor's All Risk Insurance; and
- g. Performance Security.

Task 2 Construction Stage

- 2.1 Provide technical assistance and carry out sufficient site and field/ soil investigation to permit the site-adapted plan, particularly as to the layout of Construction of New Pier (ESB Port Development Option I – Scheme B) and Flattening of the Hilly Area – Phase 1, storm and drainage, among others;
- 2.2 Coordinate with the contractor's representative, DENR-RO, LGUs, and other agencies' representatives, on at least a bi-monthly basis, to review the accomplishment reports, evaluate, validate, and inspect compliance of accomplishments with the plans and specifications of the project/s;
- 2.3 Ensure that the quality of materials and workmanship are compliant with the approved technical specifications;
- 2.4 Ensure that the contractor is on schedule and that the project will be completed as scheduled;
- 2.5 The Consultant shall also enroll Scuba Diving Lessons and secure Certification for Scuba Diving for their inspectors and two to three inspectors from PNOC in order to inspect construction methodologies under water;
- 2.6 Assist PNOC in the evaluation of the contractor's monthly progress report and the proper documentation of any deviation as well as in the evaluation of submissions to address deviations and rectification works (i.e. logbook, shop drawing, test result, as-built plan, permits);

2.7 Guide and advise the PNOC in resolving issues related to contract administration and implementation;

2.8 Ensure compliant with Section 6.4 of Annex "B", General Principles on Consulting Services, of the Revised Implementing Rules and Regulations of the Republic Act 9184 otherwise known as the Government Procurement Reform Act.

Task 3 Post-Construction Stage

3.1 Assist PNOC during the punch listing, evaluation of contractor's accomplishment and rectification/ completion of works before final inspection/ acceptance;

3.2 Prepare completion reports and certify the contractor's tasks based on the review of existing documents, surveys and as-built plans, etc.;

IV. TIME SCHEDULE, REMUNERATION AND BUDGET ALLOCATION

The Consultant shall commence work within five (5) working days upon receipt of Notice to Proceed (NTP) from PNOC and continue until the two (2) projects (Construction of New Pier and Flattening of Hilly Area) are completed and accepted.

The budgetary allocation of the consulting services shall not exceed the amount of (ABC amount), inclusive of VAT and other taxes.

V. OUTPUTS/ REPORTS AND DEADLINES

The Consultant shall submit the following reports and documents to the PNOC:

- a. Monthly Accomplishment Reports submitted on or before the 5th day of the following month;
- b. Copies of the minutes of the coordination meetings, progress photographs, and the travel reports;

VI. STAFF REQUIREMENTS AND QUALIFICATION

Key Staff	Minimum Years of Similar Experience (Same Position)	Man-Months
1. Team Leader – Port Development Specialist	15 years minimum of similar experience. The last similar consultancy project must be within the recent seven (7) years.	24
2. Senior Port Engineer	10 years minimum of similar experience	20
3. Structural Engineer	7 years minimum of similar experience	20
4. Soil/ Material Engineer	7 years minimum of similar	20

Key Staff	Minimum Years of Similar Experience (Same Position)	Man-Months
	experience	
5. Geodetic Engineer	7 years minimum of similar experience	20
6. Electrical Engineer	7 years minimum of similar experience	20
7. Drainage Engineer	7 years minimum of similar experience	20
8. Safety Engineer	7 years minimum of similar experience	24
9. Environmental and Social Development Specialist	7 years minimum of similar experience	20

Support Personnel and Equipment	Man-Months
1. Vehicle Operation (Driver, Maintenance, Fuel)	24
2. Vehicle Rental	24
3. Driver	24
4. Miscellaneous (Fuel and Maintenance)	24
5. Communication Cost/ Environmental Monitoring	24
6. Office Rental/ Materials and Supplies	24
7. Testing of Materials	12
8. Survey Works (Including survey instruments)	12

VII. CRITERIA OF EVALUATION

7.1 For Shortlisting, the following criteria shall be followed;

Criteria/ Particulars	Max Points
IV. Experience of the Firm	60
c. Years in the Consulting Services	20
d. Related Experience	40
<i>i. Similar Experience</i>	30
<i>ii. Relevant Experience</i>	10
V. Qualification of Personnel	30
VI. Financial/ Job Capacity	10
Grand Total	100

BASIS FOR RATING	
*For Years in the Consulting Services	
Number of Years	Points
25 or more	20
20 to < 25	11
15 to < 20	9
10 to < 15	5
5 to < 10	3

***Related Experience/ Previous Engagements	
Similar Experience	
No. of Similar Projects	Points
5 or more	30
3 to 4	20
1 to 2	10
Relevant Experience	
No. of Relevant Projects	Points

1 to <5	2
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5 or more	10
3 to 4	5
1 to 2	3

For Eligibility the following criteria shall be followed;

BASIS OF RATING (Education)					
		BS or BA	MA or MS	PhD	Score
1	Team Leader/ Port Development Specialist (Civil)	8	1	1	10
2	Senior Port Engineer (Civil)	8	1	1	10
3	Structural Engineer (Civil)	0	9	1	10
4	Soil/ Material Engineer (Civil)	8	1	1	10
5	Geodetic Engineer	8	1	1	10
6	Electrical Engineer	8	1	1	10
7	Drainage Engineer (Hydrologist/ Hydraulic) (Civil)	8	1	1	10
8	Safety Engineer (Civil)	8	1	1	10
9	Environmental and Social Development Specialist (Planner/ Environmental Specialist)	8	1	1	10

BASIS OF RATING (Training)					
		3 Relevant	Plus 1	Plus 1	Score
1	Team Leader/ Port Development Specialist (Civil)	8	1	1	10
2	Senior Port Engineer (Civil)	8	1	1	10
3	Structural Engineer (Civil)	8	1	1	10
4	Soil/ Material Engineer (Civil)	8	1	1	10
5	Geodetic Engineer	8	1	1	10
6	Electrical Engineer	8	1	1	10
7	Drainage Engineer (Hydrologist/ Hydraulic) (Civil)	8	1	1	10
8	Safety Engineer (Civil)	8	1	1	10
9	Environmental and Social Development Specialist (Planner/ Environmental Specialist)	8	1	1	10

BASIS OF RATING (Experience)					
		15 Years	10 Years	7 Years	Score
1	Team Leader/ Port Development Specialist (Civil)	10	0	0	10
2	Senior Port Engineer (Civil)	10	10	0	10
3	Structural Engineer (Civil)	10	10	10	10
4	Soil/ Material Engineer (Civil)	10	10	10	10
5	Geodetic Engineer	10	10	10	10

6	Electrical Engineer	10	10	10	10
7	Drainage Engineer (Hydrologist/ Hydraulic) (Civil)	10	10	10	10
8	Safety Engineer (Civil)	10	10	10	10
9	Environmental and Social Development Specialist (Planner/ Environmental Specialist)	10	10	10	10

Financial/ Job Capacity

Criteria/ Particulars	Points
Current Assets	
Current Liabilities	
Value of K*	
Value of ongoing projects	
Value of Awarded but not yet started projects	
NFCC**	
Score Rating	

*K value is 15

**Decision Criteria – Highest NFCC will get full points (10) while 2nd highest will receive 9 and so on.

7.2 For Technical Proposals (QCBE), the following criteria shall be followed:

Bid Component	Max Points
A. Technical Proposal	85
A.1 Experience of the Firm	50
a. Years in the Consulting Services	15
b. Related Experience	35
<i>i. Similar Experience</i>	25
<i>ii. Relevant Experience</i>	10
A.2 Qualification of Personnel	25
A.3 Financial/ Job Capacity	10
B. Financial Proposal	15
Grand Total	100

1.1 a. BASIS FOR RATING	
*For Years in the Consulting Services	
Number of Years	Points
25 or more	20
20 to < 25	11
15 to < 20	9
10 to < 15	5
5 to < 10	3
1 to < 5	2

1.1 b. Related Experience/ Previous Engagements	
i. Similar Experience	
No. of Similar Projects	Points
5 or more	30
3 to 4	20
1 to 2	10
ii. Relevant Experience	
No. of Relevant Projects	Points
5 or more	10
3 to 4	5

A.2 For Eligibility the following criteria shall be followed;

BASIS OF RATING (Education)					
		BS or BA	MA or MS	PhD	Score
1	Team Leader/ Port Development Specialist (Civil)	8	1	1	10
2	Senior Port Engineer (Civil)	8	1	1	10
3	Structural Engineer (Civil)	0	9	1	10
4	Soil/ Material Engineer (Civil)	8	1	1	10
5	Geodetic Engineer	8	1	1	10
6	Electrical Engineer	8	1	1	10
7	Drainage Engineer (Hydrologist/ Hydraulic) (Civil)	8	1	1	10
8	Safety Engineer (Civil)	8	1	1	10
9	Environmental and Social Development Specialist (Planner/ Environmental Specialist)	8	1	1	10

BASIS OF RATING (Training)					
		3 Relevant	Plus 1	Plus 1	Score
1	Team Leader/ Port Development Specialist (Civil)	8	1	1	10
2	Senior Port Engineer (Civil)	8	1	1	10
3	Structural Engineer (Civil)	8	1	1	10
4	Soil/ Material Engineer (Civil)	8	1	1	10
5	Geodetic Engineer	8	1	1	10
6	Electrical Engineer	8	1	1	10
7	Drainage Engineer (Hydrologist/ Hydraulic) (Civil)	8	1	1	10
8	Safety Engineer (Civil)	8	1	1	10
9	Environmental and Social Development Specialist (Planner/ Environmental Specialist)	8	1	1	10

BASIS OF RATING (Experience)					
		15 Years	10 Years	7 Years	Score
1	Team Leader/ Port Development Specialist (Civil)	10	0	0	10
2	Senior Port Engineer (Civil)	10	10	0	10
3	Structural Engineer (Civil)	10	10	10	10
4	Soil/ Material Engineer (Civil)	10	10	10	10
5	Geodetic Engineer	10	10	10	10
6	Electrical Engineer	10	10	10	10
7	Drainage Engineer (Hydrologist/ Hydraulic)	10	10	10	10

	(Civil)				
8	Safety Engineer (Civil)	10	10	10	10
9	Environmental and Social Development Specialist (Planner/ Environmental Specialist)	10	10	10	10

A.3 Financial/ Job Capacity

Criteria/ Particulars	Points
Current Assets	
Current Liabilities	
Value of K*	
Value of ongoing projects	
Value of Awarded but not yet started projects	
NFCC**	
Score Rating	

*K value is 15

**Decision Criteria – Highest NFCC will get full points (10) while 2nd highest will receive 9 and so on.

B. Financial Proposal

PNOC shall require a detailed financial proposal with indicative program and milestones, and target estimates for defined outputs. The winning bidder shall also detail all cost items for remuneration and budget allocations.

For evaluation of financial proposal, the Lowest Financial Proposal (FL) shall be given a Financial Score (FS) of 15 points. The FS of other Financial Proposals shall be computed based on the formula indicated below:

$$FS = 15 \times \frac{FL}{F}$$

Where:

FS is the Financial Score of the Financial Proposal under consideration,

FL is the Lowest Financial Proposal

F is the Financial Proposal under consideration.

VIII. DATA, LOCAL SERVICES AND FACILITIES TO BE PROVIDED BY THE PNOC

The PNOC shall provide the consultant data line plans, preliminary survey designs, feasibility study, and other relevant information required for the projects.

In connection with the work of the consultant that may require the cooperation of other government agencies, the PNOC shall assist the consultant to facilitate access to all information/ data required for the projects as may be allowed by law.

IX. OTHER EQUIPMENT AND FACILITIES

The Consultant shall be responsible for providing its own supplies and other materials, equipment, transportation, telephone, and other communication facilities, that shall be required in the performance of the services described in these Terms of Reference.

X. REFERENCES

Please see below google drive link for the documents related to the Construction of New Pier (ESB Port Development Option 1-Scheme B) and Flattening of Hilly Area (Phase 1)

<https://drive.google.com/drive/folders/1wMhkkFECPE9PXx153YHngG25v4OaPxos?usp=sharing>

Republic of the Philippines



Government Procurement Policy Board