

# **PHILIPPINE BIDDING DOCUMENTS**

## **PROCUREMENT OF CONSULTING SERVICES For the Competency Development for DAR Officials and Employees (Re-Bid)**

Reference Number: PBD-17-22

Government of the Republic of the Philippines  
Department of Agrarian Reform - Central Office

**Fifth Edition  
October 2016**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Consulting Services through Competitive Bidding have been prepared by the Government of the Philippines (GoP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), local government units (LGUs), and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the GoP or the World Bank or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the minimum eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and Section II. Instruction to Bidders (ITB) and Section IV. General Condition of Contract (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Eligibility Data Sheet (EDS) of Part I, Section III. Bid Data Sheet (BDS), and Section V. Special Conditions of Contract (SCC) of Part II. The forms to be used are provided in the attachments.

Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) These PBDs are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids
- (c) Specific details, such as the “name of the Procuring Entity” and “address for proposal submission,” should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.

- (d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except Section VII. Bidding Forms of Part II since these provide important guidance to Bidders.
- (e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.
- (f) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instruction to Bidders, and Section III. General Conditions of Contract, respectively.

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

## **Notes on Request for Expression of Interest**

The Request for Expression of Interest provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Request for Expression of Interest shall be:

- (a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, seven (7) calendar days starting on the date of advertisement; and
- (b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.
- (c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.1(c) of the IRR of R.A. 9184<sup>1</sup>;

Apart from the essential items listed in the Bidding Documents, the Request for Expression of Interest should also indicate the following:

- (a) The date of availability of the Bidding Documents, the place where it may be secured and the deadline for submission of the Expression of Interest (EOI) together with the application for eligibility;
- (b) The set of criteria and rating system for short listing of prospective bidders to be used for the particular contract to be Bid, which shall consider the following, among others:

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<sup>1</sup> Two years after effectivity of the 2016 Revised IRR of RA 9184 on **28 October 2016**, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.

- (i) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;
  - (ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
  - (iii) Current workload relative to capacity;
- (c) The number of consultants to be short listed and the procedure to be used in the evaluation of Bids of short listed consultants, *i.e.*, QBE or QCBE; and if QCBE, the weights to be allocated for Technical and Financial Proposals; and
- (d) The contract duration.

In the case of WB funded projects, the Request for Expression of Interest shall be sent to all who have expressed an interest in undertaking the services as a result of any General Procurement Notice issued. In addition, it shall also be sent to all heads of associations of consultants within the area where the project will be undertaken.

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

REQUEST FOR EXPRESSION OF INTEREST FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE COMPETENCY DEVELOPMENT FOR DEPARTMENT OF AGRARIAN REFORM OFFICIALS AND EMPLOYEES (RE-BID)

REFERENCE NUMBER: PBD-17-22

1. The **DEPARTMENT OF AGRARIAN REFORM (DAR)**, through the Training Fund under the 2017 General Appropriations Act (GAA), intends to apply the sum of **FIVE MILLION FIVE HUNDRED THOUSAND PESOS (Php5,500,000.00)**, inclusive of applicable taxes, as the Approved Budget for the Contract (ABC) to payment under the Contract for the Project: Competency Development for DAR Officials and Employees which covers 351-job position descriptions, competency - based job profiles, and competency tables of job groups. The Project is also intended to build the capacity of DAR personnel in the conduct of job description writing, competency assessment and profiling and competency modelling.
2. The **DAR** now calls for the submission of eligibility documents of consulting firms for the implementation of the above-stated project. Eligibility documents of interested consulting firms must be duly received on or before 10:00 a.m., December 12, 2017 by the BAC Secretariat at the Ground floor, DAR Central Office Main Bldg., DAR Compound, Elliptical Road, Diliman, Quezon City. Opening of eligibility documents shall be held on December 12, 2017 at 11:00 a.m. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested consulting firms may obtain further information from the DAR BAC-Secretariat and inspect Part I of the Bidding Documents (Eligibility Documents) at the address given below from 8:00 a.m. to 5:00 p.m., Monday to Friday. It may also be downloaded from the PhilGEPs and DAR websites.
4. The DAR BAC shall draw up the short list of Consultants from those who have submitted 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 3-prospective consulting firms which will be entitled to submit bids. The criteria and rating system for short listing are:

Rating Factor	Rating (%)
I. Applicable Experience of the Consulting Firm	50%
II. Qualifications of principal and key staff of the consultant who may be assigned to the job vis-a-vis- extent of complexity of the undertaking	30%
III. Absorptive Capacity	20%

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

Bidding will be conducted in accordance with relevant procedures for open competitive bidding as specified in the IRR of RA 9184, with some amendments, as stated in the bidding documents and is open to all short listed bidders.

6. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. Bids whose technical proposal passes the minimum technical requirement of seventy percent (70%) shall have its financial proposals opened and evaluated. The technical proposal shall carry eighty percent (80%) weight in the evaluation and the financial proposal twenty percent (20%). The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
7. The contract shall be completed within seven (7) months from receipt of Notice to Proceed (NTP).
8. The DAR 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.
9. For further information, please refer to:

**Mr. Dennis Joseph A. Cruz**

Head, DAR BAC Secretariat

Ground floor, DAR Central Office Main Bldg.,

DAR Central Office Compound

Elliptical Road, Diliman, Quezon City

Telephone Numbers: (02) 453-8300 / 455-5840

Email Address: [procurementdivision.darco2013@gmail.com](mailto:procurementdivision.darco2013@gmail.com)

29 November 2017

**(Sgd.) HERMINIA FE. B. SAN JUAN**

Chairperson, Bids and Awards Committee

## ***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 5 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***

### **Notes on the Eligibility Data Sheet**

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Eligibility Data Sheet

Eligibility Documents	
1.2	Consulting Services for the Competency Development for DAR Officials and Employees
1.3	<p><i>If foreign participation is allowed:</i> Foreign consultants may be eligible to participate in this Project, subject to the following conditions to be complied within ten (10) days upon receipt of the Notice of Award:</p> <p>a. must be registered with the SEC and/or any agency authorized by the laws of the Philippines;</p> <p>b. when the types and fields of consulting services in which the foreign consultant wishes to engage involve the practice of regulated professions, the foreign consultant must be authorized by the appropriate GoP professional regulatory body specified in Clause 1.2 to engage in the practice of those professions and allied professions: <i>Provided, however,</i> That the limits of such authority shall be strictly observed.</p>
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the last fifteen (15) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	No Substitute for the Certificate of Satisfactory Completion issued by the respective Client/s.
4.2	Each prospective bidder shall submit one (1) original and <i>four (4)</i> copies of its eligibility documents.
4.3(c)	DAR – Bids and Awards Committee BAC Secretariat, Procurement Division Ground floor, DAR Compound Elliptical Road, Diliman, Quezon City
4.3(d)	Consulting Services for the Competency Development for DAR Officials and Employees (Re-Bid)
5	<p>The address for submission of eligibility document is:</p> <p style="text-align: center;">FAPsO Conference Room            Ground floor, FAPsO Building, DAR Compound            Elliptical Road, Diliman, Quezon City</p> <p>The deadline for submission of eligibility documents is on December 12, 2017 at 10:00 a.m.</p>

8.1	<p>The place of opening of eligibility document is:</p> <p style="text-align: center;">FAPsO Conference Room Ground floor, FAPsO Building, DAR Compound Elliptical Road, Diliman, Quezon City</p> <p>The date and time of opening of eligibility documents is on December 12, 2017 at 11:00 a.m.</p>						
9.1	<p>Similar contracts shall refer to those contracts that involved the conduct of capability building for human resource management group and the preparation of job descriptions, development of competency framework and job profiles in government offices.</p>						
9.2	<table border="0"> <tr> <td data-bbox="435 644 1040 680">a) Track record of service provider</td> <td data-bbox="1040 644 1404 680" style="text-align: right;">50%</td> </tr> <tr> <td data-bbox="435 709 1040 745">b) Qualification of the Team</td> <td data-bbox="1040 709 1404 745" style="text-align: right;">30%</td> </tr> <tr> <td data-bbox="435 774 1040 810">c) Absorptive Capacity</td> <td data-bbox="1040 774 1404 810" style="text-align: right;">20%</td> </tr> </table>	a) Track record of service provider	50%	b) Qualification of the Team	30%	c) Absorptive Capacity	20%
a) Track record of service provider	50%						
b) Qualification of the Team	30%						
c) Absorptive Capacity	20%						

**CHECKLIST OF REQUIRED DOCUMENTS FOR ELIGIBILITY AND SHORTLISTING OF CONSULTING FIRMS**

**A. Class “A” Documents**

Legal Documents

1. PhilGEPS Certificate of Registration (Platinum Membership).

Technical Documents

1. 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 last five (5) years. The statement shall include, for each contract the following:
  - a) the name and location of the contract;
  - b) date of award of the contract;
  - c) type and brief description of consulting services;
  - d) consultant’s role (whether main consultant, sub-contractor, or partner in a joint venture);
  - e) amount of contract;
  - f) contract duration; and
  - g) certificate of satisfactory completion issued by the client
2. Statement of the consultant specifying its nationality and confirming those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions. The curriculum vitae of said professional should be attached to the statement.

**B. Class “B” Documents**

Duly signed valid Joint Venture Agreement, if applicable.

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

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

Name of Consultant : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name and Location 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						
7						
8						
9						

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: \_\_\_\_\_

*One of the technical documents to be in the Eligibility Envelope of the bidder is a statement of all its on-going contracts, including those awarded but not yet started.*

Standard Form Title: **Statement of Similar Completed Projects**  
For the last **fifteen years (2001-2016)**

**List of Completed Government and Private Contracts**

Name of Consulting Firm: \_\_\_\_\_  
Business Address : \_\_\_\_\_

Name and Location 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						
7						
8						
9						

Attachments: Certificate of satisfactory completion issued by the client

Submitted by:

Name of Representative of Bidder

Position

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

One of the technical documents to be in the Eligibility Envelope of the bidder is a statement of all its completed contracts within the period specified in the Eligibility Data Sheet

Standard Form Title: **STATEMENT ON PRINCIPALS AND KEY STAFF FOR CONSULTING SERVICES**

**Date of Issuance**

\_\_\_\_\_  
 Chairman, Bids and Awards Committee  
 Department of Agrarian Reform Central Office  
 Elliptical Road, Diliman, Quezon City

Dear Sir/Madame:

In compliance with the requirements of the DAR-BAC for the Request for Expression of Interest for the Procurement of Consulting Services for the Consulting Services for the Competency Development for DAR Officials and Employees, we certify that all of the owners/principals/ partners and key staff of (Name of the Bidder) are Filipino citizens and possess the required professional licenses issued by the Professional Regulation Commission or other appropriate regulatory body.

Name & Title	Degree	Years with Firm	Age	Nationality
1.				
2.				
3.				
4.				
5.				

Attached are their bio-data.

Very truly yours,

Name of Authorized Representative  
 Position  
 Name of the Bidder

*If the prospective bidder is a juridical entity, one of the Class "A" technical documents required for eligibility is its statement of the kinds and number of its ownership and key staff, partners or principal officers, as the case may be, as well as their respective curriculum vitae (IRR-A 24.7.1.1.h.1) and when the types and fields of consulting services in which the bidder wishes to engage involve professions regulated by the laws of the Philippines, the owner a.'ld key staff, and all the partners of the professional partnership firm, as the case may be, and those who will actually perform the service, are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions (IRR-A 24.7.1.1.h.2).*