

BIDDING DOCUMENTS

Procurement of Consulting Services for the MEPFS Pre- design Phase of the SEC HQ Rehabilitation and Leadership in Energy and Environmental Design (LEED) Certification

(PART I)

PB No. 2025-010

**Fifth Edition
August 2016**

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

REQUEST FOR EXPRESSION OF INTEREST FOR THE

***Procurement of Consulting Services for the MEPFS Pre-design Phase of the
SEC HQ Rehabilitation and Leadership in Energy and Environmental Design
(LEED) Certification***
PB No. 2025-010

1. The Securities and Exchange Commission (SEC), through the authorized appropriations under the **FY 2025 Approved Operating Budget of SEC**, intends to apply the sum of **Four Million Eight Hundred Thousand Pesos (₱ 4,800,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **“Procurement of Consulting Services for the MEPFS Pre-design Phase of the SEC HQ Rehabilitation and Leadership in Energy and Environmental Design (LEED) Certification (PB No. 2025-010)”**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The SEC now calls for the submission of eligibility documents for the abovementioned Project, which aims to improve accessibility, safety, comfort, and convenience; to improve code compliance of building facilities and systems with applicable laws and standards; to provide aesthetic consistency in common areas; to integrate green building principles into the building design; and to facilitate smooth operations and improved maintainability.
3. SEC will hold a meeting on the eligibility documents with the prospective bidder/interested consultants (i.e., Consulting Firm/Group) on **15 April 2025 at 1:00 P.M.** at the Conference Room 7/F SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City and/or through video conferencing or webcasting via Zoom.
4. Eligibility documents of interested consultants must be duly received by the BAC Secretariat through manual submission at the office address indicated below **on or before 21 April 2025 at 9:00 AM**. Late bids shall not be accepted. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
5. Interested bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **10 April 2025** from the address below.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the SEC website.

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 12009. 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 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 12009 (RA 12009), otherwise known as the "New Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The BAC shall consider the shortlist should less than five (5) prospective bidders apply for eligibility and short listing, and actually pass the eligibility check or pass the minimum score required.
9. The criteria and rating system for short listing are:
 - i. *Experience of the firm (40%)*
 - ii. *Qualifications of key personnel (50%)*
 - iii. *Current workload relative to capacity (10%)*
10. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation (QCBE)*. The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
11. The SEC 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 Sections 70 of RA 12009 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

Moreover, in accordance with Section 52.6 of the IRR of RA No. 12009, notwithstanding the eligibility of a consultant and/or inclusion in the shortlist of consultants, SEC reserves the right to review the consultant's qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made, or that there has been a change in the consultant's capability to undertake the project from the time of submission of the eligibility requirements.

12. For further information, please refer to:

Procurement Unit

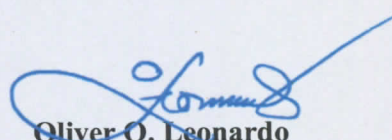
*7th Floor The SEC Headquarters 7907 Makati Ave., Salcedo Village Bel-Air, Makati City
1209 Telephone No.: 8818-5330*

Electronic mail: mrcsuing@sec.gov.ph

<https://www.sec.gov.ph>

<https://www.philgeps.gov.ph>

10 April 2025



Oliver O. Leonardo

*BAC Chairman, Goods (IT) and
Consulting Services*

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 20.2.9.1 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 52.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 66.5 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 52.2(a) of the IRR of RA 12009.

- 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 83 of the IRR of RA 12009.

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	<i>Procurement of Consulting Services for the MEPFS Pre-design Phase of the SEC HQ Rehabilitation and Leadership in Energy and Environmental Design (LEED) Certification</i>
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 five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	The Service Provider/Consultancy Firm must show certification or any equivalent document from each of its clients, as stated in the Statement of ALL Completed Contracts form, that it is in good standing and has implemented similar projects (Clause 9.1) to its client's expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.
4.1	Each prospective bidder shall submit one (1) original copy of its eligibility documents and electronic copy of bids shall be submitted upon instruction of the BAC thru its SEC Secretariat.
(e)	Oliver O. Leonardo BAC Chairman for Goods (IT) and Consulting Services Securities and Exchange Commission The SEC Headquarters, 7907 Makati Ave., Salcedo Village Brgy. Bel-Air, Makati City Email address: mrcsuing@sec.gov.ph
(f)	The name of the Project is "Procurement of Consulting Services for the MEPFS Pre-design Phase of the SEC HQ Rehabilitation and Leadership in Energy and Environmental Design (LEED) Certification (PB No. 2025-010)."
5	The address for submission of eligibility documents is: Procurement Unit, Supply Chain Division, Management Services Department, 7/F SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City The deadline for submission of eligibility documents is 21 April 2025; 9:00AM.
8.1	The place of opening of eligibility documents is Conference Room, 7/F SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City. Opening of bids will simultaneously be done via

	videoconferencing or webcasting. Bidders are advised to first log in the BAC virtual (Zoom) waiting room and wait for further advice to join the BAC meeting room, the link of which shall be provided to the bidders before the start of bid opening. The date and time of opening of eligibility documents is on 21 April 2025; 9:15AM.
9.1	A similar or related service contract, or project-related experience, as defined for purposes of this Project refers to any of the following: 1. Preliminary Engineering Design, 2. Detailed Engineering Design, 3. Pre-Feasibility Study, or 4. Feasibility Study.
9.2	The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below and identify the top five (5) eligible consultants as shortlisted consultants. Should less than the required number of consultants apply for eligibility and short listing, pass the eligibility check, and/or pass the minimum score required in the short listing, the BAC shall consider the same. The criteria and rating system for short listing are: i. <i>Experience of the firm (40%)</i> ii. <i>Qualifications of key personnel (50%)</i> iii. <i>Current workload relative to capacity (10%)</i> To qualify for shortlisting, the prospective bidder should achieve an overall minimum score of 60 points.

CHECKLIST OF ELIGIBILITY REQUIREMENTS

(For Guidance Only)

I. Class "A" Documents –

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

Technical Documents

- ☐ (b) Eligibility Documents Submission Form accompanied by a duly notarized company's Secretary's Certificate or Special Power of Attorney, as applicable (Use Annex B); **and**
- ☐ (c) Statement of all Government and Private Contracts Completed which are Similar in Nature (Use Annex C), together with Certificate/s of Good Standing and Satisfactory Completion or equivalent document/s; **and**
- ☐ (d) List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use Annex D); **and**
- ☐ (e) Statement of the Consultant's Nationality (Use Annex E), with the attached Curriculum Vitae for the Proposed Professional Staff (Use Annex F)

Financial Documents

- ☐ (f) The Consultant's audited financial statements (AFS), showing among others, the Consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission

II. Class "B" Document –

Legal Documents

- ☐ (j) 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 event that the bid is successful.

* In case a discrepancy exists between the requirements stated in the Checklist and the requirements specified in the Bidding Documents, the latter shall prevail.

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

**Securities and Exchange Commission Bids
and Awards Committee**
SEC Headquarters, 7907 Makati Ave. Salcedo
Village, Brgy. Bel-Air, Makati City

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for **Procurement of Consulting Services for the MEPFS Pre-design Phase of the SEC HQ Rehabilitation and Leadership in Energy and Environmental Design (LEED) Certification (PB No. 2025-010)**, *[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 shortlisted or not.

Yours sincerely,

Signature
Name and Title of Authorized Signatory Name
of Consultant
Address

**Statement of all Government and Private Contracts
Completed which are Similar in Nature**

Business Name: _____

Business Address: _____

Name and Location of Project	Date of Award of the Contract	Type and Brief Description of Consulting Services	Amount of Contract	Project Duration (Start Date - Completion Date)	Consultant's Role (Main Consultant/ Subconsultant / Partner in a JV)
<u>Government</u>					
<u>Private</u>					

Submitted by: _____

(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a) The contracts should have been completed (i.e., accepted) within the **five-year period from opening of bids**
- b) Similar contracts shall refer to the consultancy services for the development, management and implementation of communication plan and media production or any of its component/s or any synonymous project/s as described in the Terms of Reference

Note: Date of Acceptance shall mean the date when the items delivered satisfactorily met the requirements of the procuring entity, as evidenced by Certificate of Good Standing and Satisfactory Completion or equivalent document (e.g., Certificate of Final Acceptance/Completion from the bidder's client, or an Official Receipt or a Sales Invoice) which must be included in the bid submission.

List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

Business Name: _____

Business Address: _____

Name and Location of Project Name of Client/ Contact Person/ Contact Number/Email Address	Date of Award of the Contract	Type and Brief Description of Consulting Services	Amount of Contract	Project Duration (Start Date – Completion Date)	Consultant's Role (Main Consultant/Subconsultant/ Partner in a JV)
<u>Government</u>					
<u>Private</u>					

Submitted by : _____

(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- i. State **ALL** ongoing contracts including those awarded but not yet started (government and private contracts which may be **similar or not similar** to the project being bidded) prior to opening of bids.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

STATEMENT OF THE CONSULTANT'S NATIONALITY

Securities and Exchange Commission

Bids and Awards Committee
SEC Headquarters, 7907 Makati Ave.
Salcedo Village, Brgy. Bel-Air, Makati City

Ladies/Gentlemen:

In compliance with the requirements of the Securities and Exchange Commission – Bids and Awards Committee (SEC-BAC) for the bidding of the **Procurement of Consulting Services for the Campaign Development, Management, and Implementation for Investor Protection Week 2024 (SEC PB No. 2024-036)**, I/we hereby declare the following:

1. [Select one and delete the rest].

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

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

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

2. That the following are the proposed Personnel:

Name of ALL Proposed Personnel	Proposed Position	Job Status*	Nationality	Proof of Identification
1.	Lead Consultant		Filipino	
2.	Team Member		Filipino	
3.	Team Member		Filipino	
4.	Team Member		Filipino	
5.	Team Member		Filipino	

**indicate whether Permanent (P) or Freelancer (F)*

3. That attached herewith are the Curriculum Vitae of the above-mentioned 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: _____ Contact No/s. _____

(Note: Please attach the notarized authority of the consultant's signatory for the public bidding for this project)

CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL TEAM LEADERS

Proposed Position:			Please check:		
			☐ Team Leader		☐ Team Member
Personal Information					
Name:					
(Last Name, First Name, Middle Name)					
Address			Contact No.	Email Address	
Date of Birth			Citizenship	Civil Status	
Work Experience <i>(start from the current employment)</i>					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities (specify if L&D, HR or OD-related)
	From	To			
Current Workload <i>(include workload or projects form other companies, if any)</i>					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities
	From	To			
Relevant Training <i>(within the last 10 years, start from the most recent)</i>					
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education (start from the most recent)					
School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received	
	From	To			
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 experience.

Signature

Date: _____

CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL TEAM MEMBERS

Proposed Position:				Please check:	
				☐	☐
				Team Leader	Team Member
Personal Information					
Name:					
(Last Name, First Name, Middle Name)					
Address			Contact No.		Email Address
Date of Birth			Citizenship		Civil Status
Work Experience (start from the current employment)					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities (specify if L&D, HR or OD-related)
	From	To			
Current Workload (include workload or projects from other companies, if any)					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities
	From	To			
Relevant Training (within the last 10 years, start from the most recent)					
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education (start from the most recent)					
School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received	
	From	To			
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 experience.

Signature

Date: _____

SECTION VI

TERMS OF REFERENCE

Procurement for Consulting Services for the
MEPFS Pre-Design of the SEC HQ
Rehabilitation and LEED Certification



Securities and Exchange Commission

21 February 2025



SECTION VI: TECHNICAL SPECIFICATIONS
(TERMS OF REFERENCE)
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D	Employer Provided Data



1. INTRODUCTION

1.1 Project Title

Procurement for Consulting Services for the MEPFS Pre-Design of the SEC Headquarters (HQ) Rehabilitation and LEED Certification, referred to as "Project".

1.2 Project Background

The Securities and Exchange Commission ("SEC" or "Employer") intends to rehabilitate¹ its SEC HQ and certify the same under the Leadership in Energy and Environmental Design (LEED), consistent with its 2028 strategic objective of establishing and maintaining smart facilities.

The SEC HQ Rehabilitation and LEED Certification will be implemented in three (3) phases:

1. Pre-Design;
2. Design (for renovation and alteration); and
3. Construction and LEED certification.

The Employer intends to engage a Consultant to undertake Phase 1 of the SEC HQ Rehabilitation and LEED Certification, consisting of Mechanical, Electrical, Electronics, Plumbing and Sanitary, and Fire Protection (MEPFS) Pre-Design Services for the SEC HQ.

1.3 Project Objectives

The SEC HQ Rehabilitation and LEED Certification aims to improve accessibility, safety, comfort, and convenience; to improve code compliance of building facilities and systems with applicable laws and standards; to provide aesthetic consistency in common areas; to integrate green building principles into the building design; and to facilitate smooth operations and improved maintainability.

These goals will be achieved through the attainment of the following Objectives specific to this Project:

1. To develop, supplement, verify, and integrate, as applicable, the technical documentation of the existing building facilities and systems, both completed and ongoing works, in the SEC HQ;
2. To identify lapses and areas of improvement in complying with applicable laws and standards and certification under the LEED rating system; and
3. To provide recommendations for renovation and alteration based on technical findings, compliance requirements, and LEED certification requirements.

1.4 Project Site

The Project is located at the SEC HQ, with address 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City. The building was formerly owned and operated by the United Coconut Planters Bank (UCPB) and known as the UCPB Building, until the transfer of its ownership and operation to the

¹ For purposes of this Terms of Reference and the Contract, "Rehabilitation" is defined as construction works conducted towards the improvement of an existing government building, within the context provided by the Department of Budget and Management (DBM) and Department of Public Works and Highways (DPWH) Joint Circular No. 1 s. 2016. Specifically, this covers "Renovation" and "Alteration" works as defined in the Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines or PD 1096.



SEC in 2022. It was designed by Gabriel Formoso and Partners (GFP) Architects and was built in the 1970s.

The SEC HQ has two (2) basement floors, 19 floors above ground, and a roof deck, and a total gross floor area of 28,183.35 square meters.

1.5 Project Components (Scope of Facilities)

The Project Components covered in this Terms of Reference consists of the following building components and systems in the SEC HQ, whether existing, ongoing implementation, or declared by Employer as included in its short- to medium-term plans:

1. Mechanical:
 - a. Vertical transportation; and
 - b. Ventilation and air-conditioning.
2. Electrical;
3. Electronics;
4. Plumbing and sanitary;
5. Fire protection; and
6. Other specialty systems, existing or to be proposed, which are related to MEPFS, and are required to be included in the design and construction phases, to attain the Project Objectives.

2. SCOPE OF SERVICES

The Consultant shall undertake the following Pre-Design Services for the SEC HQ:

1. Comprehensive building condition assessment covering the Scope of Facilities in section 1.5;
2. MEPFS as built services;
3. Design brief preparation for the renovation and alteration works; and
4. Coordination works.

Each Scope of Service is described in detail in the following sections.

2.1 Building Condition Assessment

The comprehensive building audit includes the following Scope:

1. Data gathering and research on the building history, facilities and systems, site context, etc.;
2. Building inspections and documentation:
 - a. The Consultant shall propose a building inspection and documentation schedule upon Contract Award, subject to Employer's approval;
 - b. Changes to the approved schedule shall be provided to Employer seven (7) days in advance; and
 - c. Employer reserves the right to modify the building inspection and documentation schedule to minimize disruption to building operations or ongoing construction works, with proper coordination with the Consultant.



3. Assessment of building facilities and systems compliance with applicable laws and standards;
4. The Consultant is also expected to prepare and utilize standard building inspection forms or other appropriate templates for data gathering; and
5. Other technical due diligence that may be required to attain the Project Objectives.

2.2 MEPFS As Built Services

The MEPFS as built services include the following activities:

1. Review of all existing MEPFS archival drawings and documents of the existing building from Employer in close coordination with the Technical Representatives of Employer;
2. Ocular inspection and site investigation, including conduct of site measurements and testing where necessary;
3. Updating of all existing MEPFS archival drawings, and documenting building components where MEPFS archival drawings are not available; and
4. Other technical due diligence that may be required to attain the Project Objectives.

2.3 Design Brief Preparation

The Consultant will assist Employer in preparing a design brief for the SEC HQ Rehabilitation and LEED Certification. This technical assistance consists in the preparation of design concepts and relevant documents that may be necessary for a successful procurement of the MEPFS Design Services for the SEC HQ Rehabilitation and LEED Certification.

2.4 Coordination Works

Coordination works refer to the comprehensive approach in the conduct of the Consultant's Services, ensuring harmonious integration of building components and systems. This particularly requires taking into consideration the inputs of the Architectural Pre-Design Consultant, and the implication of ongoing works and future projects declared by Employer to the Consultant's Scope of Facilities as listed in section 1.5 and Scope of Services as listed in section 2.

The coordination scope also includes harmonizing the Consultant's availability with the schedule of coordination meetings, consultations, or workshops that will be organized by the Architectural Pre-Design Consultant in a frequency to be agreed upon with Employer.

The Consultant is also expected to coordinate closely and align its outputs with the Architectural Pre-Design Consultant, especially in its Design Brief Preparation (see Annex C: Responsibility Matrix).

3. PROJECT REQUIREMENTS

3.1 Minimum Compliance Requirements

The Consultant shall establish all baseline minimum design criteria and compliance requirements to be used in the conduct of its Pre-Design Services. Employer requires the following list of applicable laws and standards at the minimum.

3.1.1 Applicable Laws

All Pre-Design Services shall be undertaken in accordance with the domestic laws, statute, rules,



SECTION VI: TERMS OF REFERENCE
Procurement for Consulting Services for the MEPFS Pre-Design of the SEC
HQ Rehabilitation and LEED Certification

administrative interpretation or guideline, order, writ, injunction, directive judgment, decree, requirement under contracts/agreements and regulations implemented by the following Philippine Competent Authorities and industry organizations:

1. Department of Public Works and Highways (DPWH);
2. Department of Environment and Natural Resources (DENR);
3. Makati Local Government Unit;
4. Makati Central Estate Association, Inc. (MACEA); and
5. Other relevant Competent Authorities.

In particular, the latest editions of the following relevant laws in effect during the Contract Period, and other rules and procedures that may influence the Project shall be referenced with, including but not limited to:

1. National Building Code of the Philippines (NBCP) with its 2015 Revised Implementing Rules and Regulations;
2. National Structural Code of the Philippines (NSCP) 7th Edition 2015 2nd Printing;
3. Fire Code of the Philippines (FCP) of 2008 with its revised Implementing Rules and Regulations, 2019 Edition;
4. National Plumbing Code of the Philippines (NPCP) 1999;
5. The Code on Sanitation of the Philippines (CSP) 1998;
6. Water Code of the Philippines (WCP) 2005;
7. Philippine Electrical Code (PEC) 2017;
8. Philippine Green Building Code (PGBC) June 2015;
9. Philippine Mechanical Engineering Code (PME, 2012 edition);
10. Batas Pambansa 344 (BP 344) An Act to Enhance the Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments, and Other Public Utilities to Install Facilities and Other Devices otherwise known as "Accessibility Law" and its 2024 Revised IRR;
11. DBM and DPWH Joint Circular No. 1 s. 2016;
12. National Cultural Heritage Act of 2009; and
13. Other relevant Applicable Laws.

3.1.2 Standards

Where equivalent local standards are not available for certain Scope of Facilities or Services, relevant publications issued by internationally recognized bodies shall be used as reference with respect to planning and design. As may be applicable, these bodies include, but shall not be limited to the following:

1. National Fire Protection Association (NFPA);
2. American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE);
3. United States Green Building Council (USGBC); and
4. Other relevant international best practice Standards.



3.2 Design Requirements

3.2.1 Design Concepts

The Consultant is given the liberty of proposing design concepts appropriate for the SEC HQ, provided that it is responsive to the Project Objectives and satisfies the following criteria, written in order of priority:

1. **Compliance with all applicable laws and standards.** This refers to ensuring that building facilities and systems that will be renovated or altered are improved towards improving accessibility, safety, comfort, and convenience through better compliance with all applicable laws and standards;
2. **Integration of green building design concepts.** All renovation and alteration to be proposed shall be consistent with green building design concepts which will lead to the targeted LEED certification level as determined by the LEED Certification Feasibility Study;
3. **Design for operability and maintainability.** The Consultant shall propose design interventions that will ensure efficient and smooth operations, minimize or eliminate future building defects, and allow for ease of maintenance. This includes:
 - a. The establishment of a building management system that can be integrated to operations and maintenance, building energy consumption monitoring, etc.;
 - b. Ensuring systems compatibility for existing facilities, works ongoing implementation, works under the scope of the Architectural Pre-Design Consultant, and future projects identified by Employer at the time of this Contract; and
 - c. Proposing a design service life for the building systems and facilities subject to renovation and alteration, for Employer's approval.
4. **Aesthetic consistency.** The Consultant shall propose a unified design across all common areas within the SEC HQ, in consideration of recently completed or works ongoing implementation. Should recently completed or ongoing works do not comply with applicable laws and standards, or are not in accordance with LEED certification requirements, the latter should be subject to alteration with Employer's approval;
5. **Futureproofing of facilities.** Related to LEED certification, the design interventions must aim to increase building flexibility and ease of adaptive use in the future; and
6. **Value management/engineering**, where applicable.

3.2.2 Other Requirements

This Terms of Reference should be read in conjunction with the following annexures:

1. Annex A: Prescribed Outline of the Building Condition Assessment Report;
2. Annex B: Prescribed Outline for the Terms of Reference;
3. Annex C: Responsibility Matrix; and
4. Annex D: Employer Provided Data.

4. PROJECT TIMELINE

The Project Milestones cover the following stages:

1. Building Condition Assessment.
2. MEPFS As Built Services.
3. Design Brief Preparation.

Each Project Milestone follows the indicative timeline shown in Figure 1, with corresponding Project completion percentage as follows:

1. Milestone 1: Submission of Initial Building Condition Assessment Report (30%);
2. Milestone 2: Submission of Final Building Condition Assessment Report and MEPFS As Built Drawings (40%); and
3. Milestone 3: Submission of Design Brief Deliverables (30%).

The total Contract period is five (5) months. Upon Contract Award, the Consultant shall submit a more detailed Project Timeline reflecting the above Project Milestones in coordination with the Architectural Pre-Design Consultant and subject to approval of Employer.

Phase 1: Pre-Design Services Program of Works

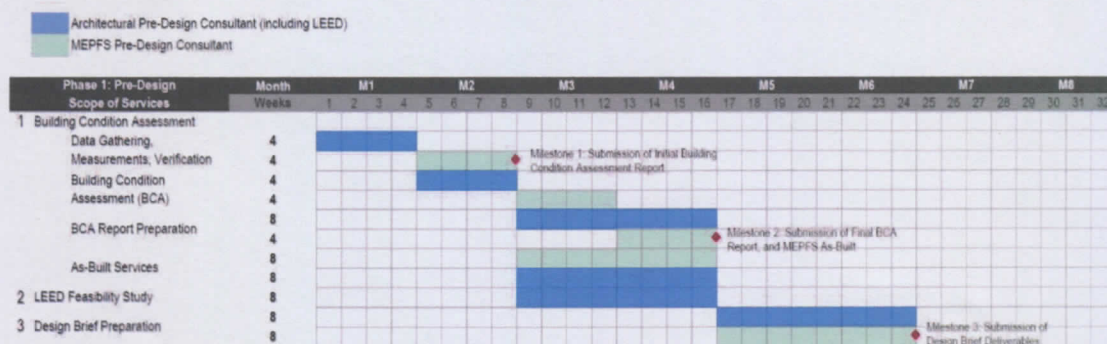


Figure 1. Project Program of Works

5. PROJECT DELIVERABLES

The Consultant shall submit the following deliverables, following the Project Milestones depicted in section 0. For all deliverables, the default format is digital copy (PDF) unless otherwise specified. The digital files are to be shared through a common online drive, with commenting access provided to Employer. The Consultant is responsible for ensuring proper and diligent data management and document control practices to monitor its submissions.

5.1 Building Condition Assessment

5.1.1 Weekly Updates (Building Inspection Reports)

The Consultant shall present to Employer updates on the progress of the Building Condition Assessment Stage. The meetings will be conducted on a weekly basis, on a fixed date as agreed with Employer. The presentation will include pertinent information, such as activities, floor covered, summary or highlights of findings for the week, and relevant photo documentation.



A digital copy of the presentation, together with the accomplished standard building inspection forms or templates (as provided for in section 2.1, item 4) shall be provided by the Consultant to Employer after each meeting.

5.1.2 Milestone Deliverables

At Milestone 1, the deliverable is the Initial Building Condition Assessment Report, which should include the Building Inspection Reports submitted previously. The prescribed content of the Initial Building Assessment Report is provided in Annex A: Prescribed Outline of the Building Condition Assessment Report. Note that at the initial submission, some sections are optional, or the required content is in outline form. The Initial Building Assessment Report is to be submitted in PDF only.

At Milestone 2, the Final Building Assessment Report should be submitted with the completed sections as outlined in Annex A: Prescribed Outline of the Building Condition Assessment Report. The Final Building Assessment Report shall be submitted both in PDF and bound copy, two (2) sets.

5.2 MEPFS As built Services

At Milestone 2, as built or as-found drawings shall be submitted in both PDF and native file format (".dwg"), in a version to be agreed with Employer. The submission shall include the associated plot styles necessary for proper plotting of such drawings.

The updated MEPFS as built or as found drawings shall include the following at the minimum:

1. Mechanical engineering drawings
 - a. Mechanical equipment schedule
 - b. Air-conditioning and mechanical ventilation layout
2. Electrical engineering drawings
 - a. Lighting and power layout plans
 - b. Emergency lighting and power layout plans
 - c. Power load computations
3. Electronics engineering drawings
 - a. Data and telephone layout
 - b. CCTV layout
 - c. Fire detection and alarm system layout
4. Plumbing and sanitary engineering drawings
 - a. Soil, waste, vent and storm drain layout
 - b. Cold water supply layout
5. Fire protection engineering drawings
 - a. Automatic fire suppression system layout
6. Other existing MEPFS systems not listed above, regardless of availability of archival drawings.

5.3 Design Brief Preparation

The Design Brief Milestone deliverables include all technical documentation required to tender the MEPFS Design Services for the SEC HQ Rehabilitation and LEED Certification. These shall include, but are not limited to the following:

- A. Terms of Reference for the tender of MEPFS Design Services for the SEC HQ Rehabilitation and LEED Certification, which should follow the prescribed outline as provided in Annex B: Prescribed Outline for the Terms of Reference. The description of the major contents of the Terms of Reference are as follows:
 1. Scope of Facilities and Scope of Services. Based on the prioritization recommendations from the Building Condition Assessment and outcomes of the LEED Certification Feasibility, a Prioritization Matrix should be provided, considering the hierarchy of design requirements outlined in section 3.2 and budgetary requirements by Employer;
 2. Project Program of Works (Timeline). This section should reflect the phasing plan per discipline in accordance with the Prioritization Matrix and budgetary requirements by Employer;
 3. Employer's Requirements. This section should outline the design concepts that will be provided to the prospective MEPFS design consultant in Phase 2 of the SEC HQ Rehabilitation and LEED Certification. The design concepts should provide flexibility for the prospective design consultant while establishing clear, non-negotiable requirements set by Employer. The prescribed contents include but are not limited to:
 - a. Design standards and criteria;
 - b. Schematic diagrams;
 - c. General layouts;
 - d. Preliminary load calculations;
 - e. Building management system interface (if applicable);
 - f. Phasing plan (to match or reflect the phasing indicated in the Project Program of Works);
 - g. Technical specifications outline;
 - h. Major equipment/product catalog; and
 - i. Others as deemed necessary to communicate design concept.
 4. Other necessary requirements to tender the MEPFS Design Services for the SEC HQ Rehabilitation and LEED Certification;
- B. Budgetary Cost Estimate for the MEPFS component of the SEC HQ Rehabilitation and LEED Certification. The cost estimate expected for this deliverable should be referenced from the recommendations of the Building Condition Assessment and the LEED Certification Feasibility; and
- C. Other documents that may be necessary for a successful tendering of the MEPFS Design Services for the SEC HQ Rehabilitation and LEED Certification.

6. OUTPUT REVIEW AND APPROVAL PROCESS

The Consultant shall deliver the Pre-Design Services no later than the Milestone dates indicated in section 0 and outlined in section 0. The Pre-Design Services shall be executed in a complete and

comprehensive manner that is responsive to the Project Requirements as described in this Terms of Reference.

The Consultant shall take into consideration a review and approval period by Employer for each Milestone deliverable as indicated below.

1. Regular deliverables: Three (3) working days;
2. Milestone deliverables:
 - a. Milestone 1: Initial Building Condition Assessment – 7 calendar days;
 - b. Milestone 2: Final Building Condition Assessment and As Built Drawings – 14 calendar days; and
 - c. Milestone 3: Design Brief Documents – 7 calendar days.

The turnaround time is deemed maximum and does not preclude the possibility of meetings between the Consultant and Employer's Technical Representatives to support review and revisions. The Consultant must obtain Employer's approval and instructions before proceeding to the next stage. The approval for each Milestone will be provided by Employer in writing to facilitate the Consultant's billing for its appropriate Fees.

7. CONSULTANT'S KEY PERSONNEL

7.1 Qualifications

The minimum qualifications required for the Consultant's key personnel are shown in Table 1. The Consultant shall provide at least one (1) key personnel per designation.

Table 1. Consultant's Key Personnel

No.	Designation	Discipline	Minimum Years of Project-relevant experience	Other requirements
1	MEPFS Manager/ Team Leader	MEPFS	10	Professional Mechanical/Electrical/Electronics Engineer
2	Principal Mechanical Engineer	Mechanical	7	Professional Mechanical Engineer
3	Senior Engineer (HVAC)		5	Licensed Mechanical Engineer
4	Senior Engineer (Elevator)		5	
5	Senior Engineer (Fire Protection)		5	
6	Senior Engineer (Plumbing and Sanitary)		5	- Licensed Sanitary Engineer (BS Civil Engineering or BS Sanitary Engineering) or - Registered Master Plumber (BS Civil Engineering or BS Mechanical Engineering)
7	Principal Electrical Engineer	Electrical	7	Professional Electrical Engineer
8	Senior Engineer		5	Licensed Electrical Engineer

No.	Designation	Discipline	Minimum Years of Project-relevant experience	Other requirements
9	Principal Electronics Engineer	Electronics	7	• Professional Electronics Engineer
10	Senior Engineer		5	• Licensed Electronics Engineer
11	Senior CAD Draftsperson	MEPFS	5	• Bachelor of Science in Mechanical / Electrical / Electronics and Communication Engineering
12	CAD Draftsperson		2	

7.2 Technical Support Group

In support of the key personnel stated above, the Consultant shall provide all technical or administrative support personnel necessary to accomplish the Scope of Services as specified in this Terms of References. Technical support personnel are expected to have adequate experience with no less than two (2) years in the industry.

7.3 Other Key Personnel Requirements

1. The key personnel should be entirely onshore and shall be duly qualified professionals in their respective fields.
2. The Consultant shall provide detailed job descriptions together with up-to-date resume/curriculum vitae (CV) of the proposed key personnel, highlighting relevant experience to the Project and other requirements of this Terms of Reference. Job descriptions shall incorporate the key tasks and responsibilities of each position.
3. The proposed personnel shall hold only one (1) position within the Project at any one time.

8. PROVISION OF SERVICES BY EMPLOYER

8.1 Employer Provided Data

Upon appointment of the Consultant, the documents listed in Annex D: Employer Provided Data will be shared by Employer to serve as baseline and reference. The Consultant shall undertake its own standard site tests and other investigations as required for its Pre-Design Services. Any new information will be provided to the Consultant by Employer, if available.

8.2 Access to Site

Employer shall also provide the Consultant access to the Project Site based on the approved building inspection and documentation schedule referred to in section 2.1.

ANNEX A

PRESCRIBED OUTLINE OF THE BUILDING CONDITION ASSESSMENT REPORT

All contents below are applicable to the Final Building Condition Assessment Report. Notes indicating certain items as optional or required to be in outline form only are applicable only for the Initial Building Condition Assessment Report.

A. **Title Page.** This should contain the Project Name, Name of the Consultant, and Employer name and logo.

1. At the bottom part of the page, provide a document history table such as the one below:

Document History						
Revision No.	Reason for Issue	Date	Description/Changes	Status	Prepared By	Signature

2. To fill out the Reason for Issue and Status, refer to the matrix below:

Reason for Issue		Status	
IFR	Issued for Review	PFC	Preliminary for Comment
IFA	Issued for Approval	A	Approved
IFU	Issued for Use	SS	Superseded
IFI	Issued for Information	AC	For Archiving

B. **Executive Summary (Optional).** This section should contain a concise overview of the assessment, including key findings and recommendations.

C. **Table of Contents**

D. **Introduction.** The introduction should contain the following subsections:

1. **Background of the assessment.** This subsection should describe the context of the assessment and provide the reader an idea of Employer's overall goal (primary objective) for conducting the assessment. The Consultant should consider the Project Objectives written in section 1.3 of this Terms of Reference.
2. **Objectives.** This subsection outlines the secondary objectives that follow from and support the primary objective. The Consultant should consider the Project Objectives written in section 1.3 of this Terms of Reference.
3. **Scope and limitations of the assessment.** In this section the Consultant should be able to outline and define the scope and limitations in terms of the following:
 - a. **Property and building identification.** Provide detailed information about the building, including location, size, current use, and history.
 - b. **Components and systems inclusion.** Outline the building components and systems included in the assessment, e.g., architectural, fire and life safety, plumbing, electrical, etc. More specific categories may be used as appropriate.
 - c. **Exclusions and limitations.** Equally important is the outline of excluded building components and systems in the assessment consistent with this Terms of Reference, including inaccessible areas.

- d. Timeline and frequency of assessments. Provide a timeline for the Building Condition Assessment stage, indicating the start and end dates and dates of building inspections.
- E. **Applicable Laws and Standards.** In this section, the Consultant should outline all applicable laws and standards used in the assessment of the building components and systems. The Consultant should consider the list in section 3.1 of this Terms of Reference.
- F. **Methodology.** In this section, the Consultant is required to outline and briefly describe the standard procedures used for the assessment and data collection based on applicable laws and standards, e.g., ASTM E2018.
 1. Assessment approach. The Consultant should outline and describe the methods used such as but not limited to including visual inspections, non-destructive testing, data analysis, etc.
 2. Data collection methods. This includes but is not limited to document reviews, interviews, photographic documentation, site measurements. The list of tools and equipment used during the data collection should be identified, where applicable.
 3. Rating system. The Consultant should describe the rating system, e.g., excellent, good, fair, poor, used based on applicable laws and standards. This may include both quantitative and qualitative ratings.
- G. **Property Observations.** The structure and content of this section may be determined by the Consultant as the nature of assessment requires. Both quantitative and qualitative data should be presented, using charts, graphs, tables, and relevant photo documentation, as appropriate.
- H. **Detailed Assessment (Note: During the Initial Building Condition Assessment Report, this section can be in the form of an outline only, without the Condition Rating Matrix).** The detailed assessment narrative should follow a logical structure, following the organization of facilities as outlined in section 1.5 of this Terms of Reference. The detailed assessment should include a summary in the form of a Condition Rating Matrix based on the established rating system.
- I. **Recommendations (Optional).** This section should provide clearly stated actionable recommendations based on the assessment findings, and should include the following contents:
 1. Short-term repairs and maintenance;
 2. Long-term capital improvements;
 3. Budgetary estimates;
 4. Prioritization of recommendations; and
 5. Other topics required to completely describe the recommended interventions.
- J. **Conclusion (Optional).** This section should summarize the assessment findings and highlight the key recommendations and their potential impact in relation to Employer's goals and Project Objectives.
- K. **References**
- L. **Appendices (Optional).** This section should include all supporting documentation, e.g., building inspection reports, inspection checklists, laboratory test reports, additional details.

ANNEX B

PREScribed OUTLINE FOR THE TERMS OF REFERENCE

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B	Responsibility Matrix
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1. INTRODUCTION

1.1 Project Title

Procurement for Consulting Services for the MEPFS Design of the SEC Headquarters (HQ) Rehabilitation and LEED Certification, referred to as “Project”.

1.2 Project Background

The Securities and Exchange Commission (“SEC” or “Employer”) intends to rehabilitate its SEC HQ and certify the same under the Leadership in Energy and Environmental Design (LEED) rating system, consistent with its Sustainability Policy Statement and strategic objective of establishing and maintaining smart facilities.

The SEC HQ Rehabilitation and LEED Certification is implemented in three (3) phases:

1. Pre-Design;
2. Design (for renovation and alteration); and
3. Construction and LEED certification.

After the completion of Phase 1, the Employer now intends to engage a Consultant to undertake Phase 2 of the SEC HQ Rehabilitation and LEED Certification, consisting of Mechanical, Electrical, Electronics, Plumbing and Sanitary, and Fire Protection (MEPFS) Design Services for the SEC HQ.

1.3 Project Objectives

The SEC HQ Rehabilitation and LEED Certification aims to improve accessibility, safety, comfort, and convenience; to improve code compliance of building facilities and systems with applicable laws and standards; to provide aesthetic consistency in common areas; to integrate green building principles into the building design; and to facilitate smooth operations and improved maintainability.

These Goals will be achieved through the attainment of the following Objectives specific to this Project:

[Here, outline the Objectives.]

1.4 Project Site

The Project is located at the SEC HQ (“Building”), with address 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City. The Building was formerly owned and operated by the United Coconut Planters Bank (UCPB) and known as the UCPB Building, until the transfer of its ownership and operation to the SEC in 2022. It was designed by Gabriel Formoso and Partners (GFP) Architects and was built in the 1970s.

The Building has two (2) basement floors, 19 floors above ground, and a roof deck, and a total gross floor area of 28,183.35 square meters.

[Additional information relevant to this section may be added.]

1.5 Project Components (Scope of Facilities)

The Project Components also refers to the Scope of Facilities subject to Design. These include the following:



[Here, outline the various facilities, building components, and systems that have been identified in the recommendations from Phase 1.]

2. SCOPE OF SERVICES

The Consultant shall undertake the following Design Services for the SEC HQ:

[Here, outline the Scope of Services, for instance:

Concept Design;

Detailed Engineering;

Technical support during Procurement; and

Technical support during Construction.]

Each Scope of Service is described in detail in the following sections.

2.1 Concept Design

In this section outline and describe in a concise manner the activities included in this Scope of Service.

2.2 Detailed Engineering

In this section outline and describe in a concise manner the activities included in this Scope of Service.

2.3 Technical Support During Procurement

In this section outline and describe in a concise manner the activities included in this Scope of Service.

2.4 Technical Support During Construction

In this section outline and describe in a concise manner the activities included in this Scope of Service.

3. PROJECT REQUIREMENTS

The following subsections are considered pro-forma. The listing of Applicable Laws and Standards may be modified as appropriate.

3.1 Minimum Compliance Requirements

The Consultant shall establish all the baseline minimum design criteria and compliance requirements to be used in the conduct of its Design Services.

To this effect, the Consultant shall submit to Employer upon Contract Award, in writing, all applicable laws and standards that it intends to adopt in the Design Services for acceptance by Employer. Employer proposes the following list of applicable laws and standards, subject to the Consultant's confirmation.

3.1.1 Applicable Laws

All Design Services shall be undertaken in accordance with the domestic laws, statute, rules, administrative interpretation or guideline, order, writ, injunction, directive judgment, decree,

requirement under contracts/agreements and regulations implemented by the following Philippine Competent Authorities and industry organizations:

1. Department of Public Works and Highways (DPWH);
2. Department of Environment and Natural Resources (DENR);
3. Makati Local Government Unit;
4. Makati Central Estate Association, Inc. (MACEA); and
5. Other relevant Competent Authorities.

In particular, the latest editions of the following relevant laws in effect during the Contract Period, and other rules and procedures that may influence the Project shall be referenced with, including but not limited to:

1. National Building Code of the Philippines (NBCP) with its 2015 Revised Implementing Rules and Regulations;
2. National Structural Code of the Philippines (NSCP) 7th Edition 2015 2nd Printing;
3. Fire Code of the Philippines (FCP) of 2008 with its revised Implementing Rules and Regulations, 2019 Edition;
4. National Plumbing Code of the Philippines (NPCP) 1999;
5. The Code on Sanitation of the Philippines (CSP) 1998;
6. Water Code of the Philippines (WCP) 2005;
7. Philippine Electrical Code (PEC) 2017;
8. Philippine Green Building Code (PGBC) June 2015;
9. Philippine Mechanical Engineering Code (PME, 2012 edition);
10. Batas Pambansa 344 (BP 344) An Act to Enhance the Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments, and Other Public Utilities to Install Facilities and Other Devices otherwise known as "Accessibility Law" and its 2024 Revised IRR;
11. DBM and DPWH Joint Circular No. 1 s. 2016;
12. National Cultural Heritage Act of 2009; and
13. Other relevant Applicable Laws.

3.1.2 Standards

Where equivalent local standards are not available for certain Scope of Facilities or Services, relevant publications issued by internationally recognized bodies shall be used as reference with respect to planning and design. As may be applicable, these bodies include, but shall not be limited to the following:

1. National Fire Protection Association (NFPA);
2. American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE);
3. United States Green Building Council (USGBC); and
4. Other relevant international best practice Standards.

3.2 Design Requirements

The Design Requirements listed in this subsection may be modified based on the recommendations from Phase 1. Such changes, however, should be aligned and harmonized with the overall Design Requirements set forth by Employer, which include the following:

1. Compliance with all Applicable Laws and Standards;
2. Integration of environmentally sustainable design concepts, which leads to LEED certification;
3. Design for operability and maintainability. The Consultant shall propose design interventions that will ensure efficient and smooth operations, minimize or eliminate future building defects, and allow for ease of maintenance;
4. Consistency with the One SEC Design requirements;
5. Future-proofing of facilities. Related to LEED certification, the design interventions must aim to increase building flexibility and ease of adaptive use in the future; and
6. Value management/engineering, where applicable.

3.3 Other Requirements

This Terms of Reference should be read in conjunction with the following annexures:

1. Annex A: Employer's Requirements;
2. Annex B: Responsibility Matrix; and
3. Annex C: Project Deliverables.

Other annexures may be added as appropriate.

4. PROJECT TIMELINE

The Project Milestones include the following:

Here, outline the Project Milestones which should correspond to major deliverables. The timeline should be prepared in accordance with the overall program for the SEC HQ Rehabilitation and LEED Certification.

Each Project Milestone follows the timeline indicated in Figure 1. The total Contract period is [time]. Upon start of the Contract, the Consultant shall submit a more detailed Project Timeline reflecting the above Project Milestones within the general timeline provided.

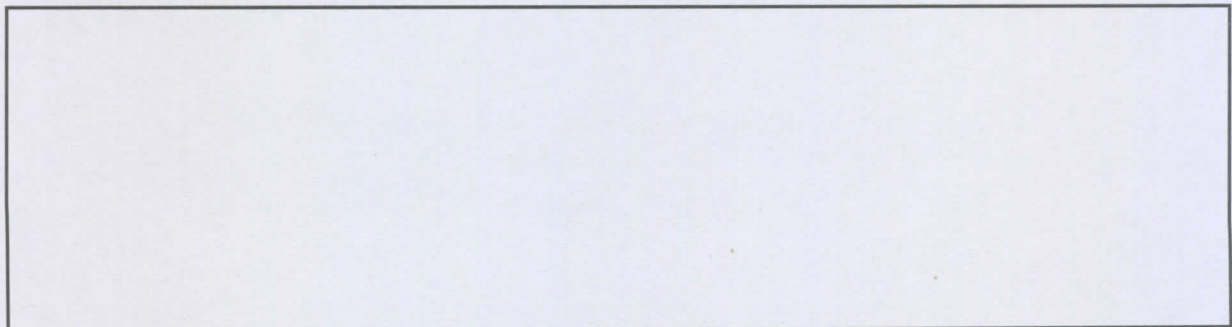


Figure 1. Project Timeline

5. PROJECT DELIVERABLES

The Consultant shall submit the Project deliverables listed in Annex C: Project Deliverables following the Project Milestones depicted in section 4. For all deliverables, the default format is digital copy (PDF) unless otherwise specified. The digital files are to be shared through a common online drive, with commenting access provided to Employer. The Consultant is responsible for ensuring proper and diligent data management and document control practices to monitor its submissions.

6. OUTPUT REVIEW AND APPROVAL PROCESS

The following review and approval process may be modified based on industry best practice, and as agreed with Employer.

The Consultant shall deliver the Services in Milestones as outlined in section 4 in a complete and comprehensive manner, that is responsive to the Project Requirements as described in this Terms of Reference.

The Consultant shall take into consideration a review and approval period by Employer on each Milestone progress, within which period the Consultant must obtain Employer's acceptance and instructions before proceeding to the next stage. The review and approval period shall observe the following timelines:

1. Interim submissions (regular deliverables) – Three (3) working days;
2. Milestone submissions:
 - a. Pre-Design/Schematic Design – 14 calendar days;
 - b. Design Development/Contract Document – 21 calendar days.

7. CONSULTANT'S KEY PERSONNEL

7.1 Years of Experience Required

The minimum number of years of experience required for the Consultant's key personnel are as shown in Table 1.

Table 1. Consultant's Key Personnel

No.	Designation	Minimum Years of Project-relevant experience	Other requirements (education, training, etc.)
1			
2			

7.2 Technical Support Group

In support of the key personnel stated above, the Consultant shall provide all technical or administrative support personnel necessary to accomplish the Scope of Services as specified in this Terms of References. Technical support personnel are expected to have adequate experience with no less than *[time]* in the industry.

7.3 Other Key Personnel Requirements

1. The key personnel should be entirely onshore and shall be duly qualified professionals in their respective fields.



2. The Consultant shall provide detailed job descriptions together with up-to-date resume/curriculum vitae (CV) of the proposed key personnel, highlighting relevant experience to the Project and other requirements of this Terms of Reference. Job descriptions shall incorporate the key tasks and responsibilities of each position.
3. The proposed personnel shall hold only one (1) position within the Project at any one time.

8. PROVISION OF SERVICES BY EMPLOYER

The following subsections are considered pro-forma. The provisions may be modified as appropriate.

8.1 Employer Provided Data

Upon appointment of the Consultant, the documents listed below will be shared by Employer to serve as baseline and reference. The Consultant shall undertake its own standard site tests and other investigations as required for its Design Services. Any new information will be provided to the Consultant by Employer, if available.

List here the Employer Provided Data.

8.2 Access to Site

Employer shall provide the Consultant access to the Project Site based on an agreed schedule.



ANNEX A **EMPLOYER'S REQUIREMENTS**

Employer's Requirements refer to other design criteria which are outside the scope of Applicable Laws and Standards, but which Employer obliges the Consultant to consider and incorporate into its design. Possible sources of Employer's Requirements include the following:

- *Recommendations from the Building Condition Assessment conducted in Phase 1;*
- *LEED Certification requirements;*
- *One SEC Design requirements; and*
- *Other special instructions provided by Employer during discussions in Phase 1.*

The prescribed contents of this annexure are listed in section 5.4 Design Brief Preparation, item A.3 of the Terms of References document.

ANNEX B

RESPONSIBILITY MATRIX

The following subsections are considered pro-forma. The provisions should be modified as appropriate.

The Phase 2 of the SEC HQ Rehabilitation and LEED Certification involves various stakeholders that includes consultants, representatives of Employer, and Employer itself. To ensure efficient workflow and avoid overlapping scopes, it is necessary to delineate responsibilities using the RACIO format as shown in Table 3. The definitions for each category of RACIO are as follows:

Table 2. RACIO Definitions

Category		Definition
R	Responsible	The person or organization assigned to do the work.
A	Accountable	The person or organization who makes the final decision and has ultimate ownership.
C	Consulted	The person or organization who must be consulted before a decision or action is taken.
I	Informed	The person or organization who must be informed that a decision or action has been taken.
O	Out of loop	The person or organization does not need to be informed, consulted, or is neither responsible or accountable.

Table 3. Responsibility Matrix

No.	Scope of Work	AR	MEPFS	OC	ET	EM
1	Concept Design					
1.1	Discipline 1 or Scope of Facilities 1					
1.2	Discipline 2 or Scope of Facilities 2					
1.3	Discipline 3 or Scope of Facilities 3					
2	Detailed Engineering					
	...					
3	Technical Support During Procurement					
	...					
4	Technical Support During Construction					
	...					

Where:

AR – Architectural Design Consultant

MEPFS – MEPFS Design Consultant

OC – Other building design and construction consultants in SEC HQ within the duration of this Contract

ET – Employer's Technical Representatives

EM – Employer (Management Services Director and Commission En Banc)



ANNEX C

PROJECT DELIVERABLES

The list of Project deliverables should be presented in a comprehensive and logical manner. It is suggested that the organization should follow the Milestone progress or the Scope of Services for Phase 2.

The Consultant should specify the format and quantities (where applicable) of deliverables, so these can be appropriately included in the proposal of the prospective design consultant.

ANNEX C

RESPONSIBILITY MATRIX

The Phase 1 of the SEC HQ Rehabilitation and LEED Certification involves various stakeholders that includes consultants, representatives of Employer, and Employer itself. To ensure efficient workflow and avoid overlapping scopes, it is necessary to delineate responsibilities using the RACIO format as shown in Table 2. The definitions for each category of RACIO are as follows:

Table 1. RACI Definitions

Category		Definition
R	Responsible	The person or organization assigned to do the work.
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I	Informed	The person or organization who must be informed that a decision or action has been taken.
O	Out of loop	The person or organization does not need to be informed, consulted, and is neither responsible nor accountable.

Table 2. Responsibility Matrix

No.	Scope of Work	AR	MEPFS	OC	ET	EM
1	Building Condition Assessment					
1.1	Architectural and Site Development	R	I	O	A	I
1.2	Fire and Life Safety	R	I	O	A	I
1.3	MEPFS	I	R	O	A	I
2	As-Built Services					
2.1	Architectural and Site Development	R	I	O	A	I
2.2	MEPFS	I	R	O	A	I
3	LEED Certification Feasibility Study					
3.1	Architectural and Site Development	R	I	I	C	A
3.2	MEPFS	R	C	I	C	A
4	Design Brief Preparation					
4.1	Architectural and Site Development	R	C	O	C	A
4.2	MEPFS	C	R	O	C	A
4.3	Integration	R	C	O	C	I

Where:

AR – Architectural Pre-Design Consultant

MEPFS – MEPFS Pre-Design Consultant

OC – Other building design and construction consultants and contractors in SEC HQ within the duration of this Contract

ET – Employer's Technical Representatives

EM – Employer (Management Services Director and Commission En Banc)

ANNEX D

EMPLOYER PROVIDED DATA

Upon appointment of the Consultant, the documents listed in Table 1 below will be shared by Employer to serve as baseline and reference.

Table 1: Employer Provided Data

No.	Document	Format	Year
1	As-built or as-found plans		
1.1	ARCHITECTURAL		
1.1.1	As-built floor plans as handed over by UCPB	DWG	No date
1.1.2	Floor plans and available details of renovated floors and spaces		2022 - 2024
1.1.3	Reflected ceiling plans	Blueprint	1999 ¹
1.2	STRUCTURAL		
1.2.1	Construction notes	Scanned PDF/ Blueprint	1999 ²
1.2.2	Foundation plan, footing details, retaining walls, etc.		
1.2.3	Schedule of columns, shear walls, framing plans		
1.2.4	Other details: water tank, slabs, beams, girders, ramp, stairs, canopies, machine room		
1.2.5	Structural assessment report, retrofitting detailed engineering design, and as-built plans	DWG/PDF	2023 - 2024
1.3	MECHANICAL		
1.3.1	Schedule of equipment	Blueprint	1999 ³
1.3.2	Exhaust duct, AC & ventilation layout, details		
1.3.3	Cooling water and chilled water line flow diagram and details		
1.4	ELECTRICAL		
1.4.1	General notes	Scanned PDF/ Blueprint	2021
1.4.2	Power single line diagram, power layout, lighting layout, load schedule		
1.4.3	Project Closeout of UCPB Rehabilitation Works of Interior Lighting Layout of Various Floors	Hard copy	2010
1.5	PLUMBING AND SANITARY		
1.5.1	Plumbing layout and roughing-in isometric drawings	Blueprint	1999 ⁴
1.5.2	Sanitary sewer and storm drainage system schematic riser diagrams		
1.5.3	Cold water and fire protection system schematic riser diagrams		
1.5.4	Fire Protection Layout (for UCPB Building)	Hard copy	2015
1.6	AUXILIARY SYSTEMS/EXTRA LOW VOLTAGE		
1.6.1	CCTV installation project completion report	Hard copy	No date
1.6.2	FDAS and Public Address System single line diagrams and layout	DWG	2022
2	Utility bills in the past 6-12 months (electricity and water)	Hard copy	2023 - 2024
3	List of ongoing works and future projects	PDF	Latest available
4	Other information necessary to complete the Scope of Services, e.g., organizational chart, etc.		

¹ Based on the professional tax receipt date indicated on the blueprint.

² Based on the professional tax receipt date indicated on the blueprint.

³ Ibid.

⁴ Ibid.

SHORTLISTING AND BID EVALUATION CRITERIA

1. SUMMARY

The guidelines contained in this document shall be used in the shortlisting of prospective bidders (“firms”) and evaluation of proposals for the Procurement for Consulting Services for the MEPFS Pre-Design of the SEC HQ Rehabilitation and LEED Certification (“Project”).

Pursuant to RA 12009 and its implementing rules and regulations (IRR) and DPWH DO No. 07 series of 2015, firms shall be shortlisted based on three (3) primary criteria, namely: Experience of the Firm, Qualifications of Key Personnel, and Job Capacity. The maximum score for each of the criterion are shown in Table 1. To be included in the short list, the prospective bidder must obtain a minimum or passing total score of 60.

Table 1. Shortlisting Criteria

Criteria	Score
Experience of the Firm	40
Qualifications of Key Personnel	
Education	20
Project-relevant experience	30
Job Capacity	
Number of Personnel	5
Workload of the Firm	5
TOTAL	100

Further, the proposals of shortlisted firms shall be evaluated on a quality-cost basis (QCB), with the score share between technical (quality) and financial (cost) proposals, as shown in Table 2. The two-stage process for evaluation requires the shortlisted firm to attain a score of at least 64 in the technical proposal (Quality) before its financial proposal (Cost) is opened and evaluated.

Table 2. Bid Evaluation Criteria

Weight per Proposal		Passing Score (Technical)	Total
Technical Proposal (Quality)	Financial Proposal (Cost)		
80	20	64	100

A summary evaluation sheet for Shortlisting and Technical Proposal Evaluation is provided in section 0 of this document.

2. SIMILAR OR RELATED SERVICE CONTRACT

A similar or related service contract, or project-related experience, as defined for purposes of this Project refers to any of the following:

1. Preliminary Engineering Design,
2. Detailed Engineering Design,
3. Pre-Feasibility Study, or
4. Feasibility Study.

3. SHORTLISTING CRITERIA

3.1 Experience of the Firm

The firm, or its proposed Project Manager/Team Leader for the services to be procured, must have satisfactorily completed one similar or related service contract, and with the following cost as a percentage of the Approved Budget for the Contract (ABC) of the services to be procured, as shown in Table 3. The maximum score for this criterion is 40.

Table 3. Experience of the Firm

Cost of Completed Similar or Related Contract as % of ABC	Score
50% or more	40
40% to <50%	30
30% to <40%	20
<30%	0

If the firm or its Project Manager/Team Leader has not completed any similar or related service contract, it shall be disqualified.

3.2 Qualifications of Key Personnel

The key personnel and the firm as a whole must meet the following sub-criteria of education and experience. First, individual key personnel will be rated using the guidelines set in this section. The individual ratings will then be averaged using the weights assigned to each personnel. The total maximum score for this criterion is 50, calculated as the total of the two sub-criteria.

3.2.1 Education

The relevant education of principals and key personnel will be evaluated against the requirements as shown in Table 4.

Table 4. Relevant Education of Key Personnel

Degree	Score
Relevant Bachelor's Degree, minimum requirement	17
Relevant Master's Degree, additional point	1
Relevant Doctor's Degree, additional point	1
Relevant Training, additional point	1

In projects where only a professional license is required in the Terms of Reference, the minimum educational requirement for such license in accordance with applicable laws shall be adopted for purposes of bid evaluation. For example, if the Terms of Reference requires a licensed architect for a particular position, then it should be understood that the particular position requires a bachelor's degree in architecture as the minimum, since this is the pre-requisite for licensed architects in accordance with applicable laws.

3.2.2 Experience

The relevant experience of principals and key personnel will be evaluated against the minimum number of years of project-related experience indicated in the Terms of Reference (See Section VI: Terms of Reference). The rating is based on a range of quotient (*E*) calculated as follows:

$$E = \frac{\text{actual number of years of related experience to the Project}}{\text{minimum years required per TOR}}$$

Table 5. Rating System for Project-Relevant Experience

Quotient (<i>E</i>)	Score
2.0 of minimum	30
1.5 to <2.0 of minimum	25
1.0 to <1.5 of minimum	20
Less than minimum	0

3.2.3 Weighted Scores

To translate the individual ratings into single score of the Firm, the weighted average of the ratings per key personnel will be used, following the weight assignments shown in Table 6.

Table 6. Weight Assignment of Key Personnel Designation

Designation (per TOR)	Weight Assigned
MEPFS Manager / Team Leader	20%
Principal Mechanical Engineer	15%
Senior Engineer (HVAC)	5%
Senior Engineer (Elevator)	5%
Senior Engineer (Fire Protection)	5%
Senior Engineer (Plumbing and Sanitary)	5%
Principal Electrical Engineer	15%
Senior Engineer (Electrical)	5%
Principal Electronics Engineer	15%
Senior Engineer (Electronics)	5%
Senior CAD Draftsperson	2.5%
CAD Draftsperson	2.5%

3.3 Job Capacity

Job capacity is an indicator of the Firm's availability for the Project, measured through the sub-criteria of number of personnel it can dedicate to the Project and the workload of the Firm at the time of bidding. The total maximum score for this criterion is 25, calculated as the total of the two sub-criteria.

3.3.1 Number of Personnel

This sub-criterion is a measure of the number of personnel the Firm can dedicate to the Project. The rating system is based on a range of the quotient (*P*) of the number of permanent relevant technical personnel of the Firm and the total technical personnel required by the Project, in this case, 12 personnel.

$$P = \frac{\text{number of permanent technical personnel of the Firm}}{\text{total technical personnel required per TOR (12)}}$$

The rating system is shown in Table 7. The maximum score for this sub-criterion is 5.

Table 7. Number of Personnel

Quotient	Score
>1.5	5
1 to 1.5	3

Quotient	Score
<1	0

3.3.2 Workload of the Firm

Another measure of Job Capacity is the workload of the Firm at the time of bidding, determined through the number of ongoing contracts of the Firm with government or private entities, whether in the form of consulting services or construction. The rating system is shown in Table 8, and the maximum score is 5.

Table 8. Workload of the Firm

Number of Ongoing Contracts	Score
None	5
1 to 3	3
4 to 5	1
>5	0

4. BID EVALUATION CRITERIA

Bids for the Project shall be evaluated on a quality-cost basis as defined in DPWH DO No. 07 series of 2015 and in accordance with RA 9184. The procedure for QCB evaluation entails the evaluation of technical proposals and the financial proposal with the corresponding weights discussed in this section.

4.1 Technical Proposal

The technical proposals of bidders shall be evaluated based on three (3) criteria with below assigned weights. Further details are provided in this section.

Table 9. Criteria for Technical Proposal Evaluation

Technical Proposal Criteria	Score
Experience of the Firm	10
Qualifications of Key Personnel	
Education	10
Project-relevant experience	20
Proposed Approach and Methodology	40
TOTAL	80

The passing score for the Technical Proposal is 64.

4.1.1 Experience of the Firm

The experience of the firm is as defined in section 3.1 of this document, except that the following score assignments shown in Table 10 are to be used for bid evaluation:

Table 10. Experience of the Firm (Bid Evaluation)

Cost of Completed Similar or Related Contract as % of ABC	Score
50% or more	10
40% to <50%	6
30% to <40%	4

Cost of Completed Similar or Related Contract as % of ABC	Score
<30%	0

4.1.2 Qualifications of Key Personnel

The qualifications of key personnel will be evaluated as shown in Table 11 and Table 12 subjected to a weighted average as indicated in section 3.2.3 of this document:

Table 11. Relevant Education of Principals and Key Personnel (Bid Evaluation)

Degree	Score
Relevant Bachelor's Degree, minimum requirement	8.5
Relevant Master's Degree, additional point	0.5
Relevant Doctor's Degree, additional point	0.5
Relevant Training, additional point	0.5

Table 12. Project-Relevant Experience of Principals and Key Personnel (Bid Evaluation)

Quotient (<i>E</i>)	Score
2.0 or minimum	20
1.5 to <2.0 of minimum	15
1.0 to <1.5 of minimum	10
Less than minimum	0

4.1.3 Proposed Approach and Methodology

A plan of the proposed approach and methodology ("Plan") shall be submitted by the Bidder at the time of bidding. The Plan shall contain three chapters as described in this section, all contained in a maximum of 10 pages.

A. Chapters of the Plan

1. **Technical Approach and Methodology.** In this chapter the bidder should explain its understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The bidder should be able to highlight the problems being addressed and their importance, and explain the technical approach it would adopt to address them. Further, the bidder should explain the methodologies it proposes to adopt and highlight the compatibility of these methodologies with the proposed approach.
2. **Work Program.** In this chapter the bidder should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports.
 - a. The proposed work plan should be consistent with the Project Timeline provided in the TOR, and the bidder's technical approach and methodology.
 - b. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here, consistent with the Project Deliverables indicated in the TOR.
3. **Organization and Personnel.** In this chapter the bidder should propose the structure and composition of its team. The chapter should include a list of the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel, consistent with the Consultant's Key Personnel requirements indicated in the TOR.

- a. The detailed job descriptions and updated resume/curriculum vitae shall be included as annexures to the Plan.
- b. The bidder shall also specify if it will be the lead firm in a joint venture or in an association and/or with Sub-Consultants. For joint ventures and associations, a copy of the relevant agreement should be provided as annexure.
4. Other annexures. The bidder shall also provide the following as annexures, if it deems necessary:
 - a. Comments and proposed modifications or improvement to the TOR, to improve performance in carrying out the service. Such suggestions may include: deleting some activity deemed unnecessary, or adding others, or proposing a different phasing of the activities. The bidder should be concise and to the point in incorporating these in its Proposal.
 - b. Comment on the counterpart staff and facilities to be provided by Employer, other than those provided in the Provision of Services by Employer in the TOR, including: administrative support, office space, local transportation, equipment, data, etc.

B. Rating System

The Plan shall be rated based on the criteria shown in Table 13, for a total of 40 points.

Table 13. Rating System for the Plan

Criteria	Score
Understanding of Project Objectives	5
Quality of Methodology	5
Work Program	15
Organization and Personnel	10
Plan Presentation	5

4.2 Financial Proposal

The lowest financial proposal (F_0) shall be given the maximum score of 20 points. The score (S_F) of other financial proposals (F) shall be computed based on the formula indicated below:

$$S_F = 20 \times \frac{F_0}{F}$$

Where:

S_F is the score of the financial proposal under consideration;

F_0 is the lowest financial proposal; and

F is the financial proposal under consideration.

5. SUMMARY EVALUATION SHEETS

5.1 Shortlisting

See worksheet 5.1 Shortlisting Criteria in "Section 6. Summary Evaluation Sheets.xls"

5.2 Bid Evaluation

See worksheet 5.2 Bid Evaluation Criteria in "Section 6. Summary Evaluation Sheets.xls"

6. REFERENCES

Department of Public Works and Highways (DPWH) Department Order No. 07, series of 2015.
Accessed from:

https://www.dpwh.gov.ph/DPWH/sites/default/files/issuances/DO_007_S2015.pdf

The Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Accessed from: <https://www.gppb.gov.ph/wp-content/uploads/2024/07/Updated-2016-Revised-IRR-of-RA-No.-9184-as-of-19-July-2024.pdf>