



University of the Philippines Visayas  
Miagao, Iloilo

## **PHILIPPINE BIDDING DOCUMENTS**

**CONSULTING SERVICES FOR THE  
DETAILED ARCHITECTURAL AND  
ENGINEERING DESIGN FOR THE UPV  
COLLEGE OF MANAGEMENT  
BUILDING (ITB-2024-012)**

**May 2024**

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*Section I. Request for Expression of  
Interest*



**UNIVERSITY OF THE PHILIPPINES VISAYAS  
MIAGAO, ILOILO, PHILIPPINES 5023**

**REQUEST FOR EXPRESSION OF INTEREST FOR  
CONSULTING SERVICES FOR THE DETAILED  
ARCHITECTURAL AND ENGINEERING DESIGN FOR  
THE UPV COLLEGE OF MANAGEMENT BUILDING  
(ITB-2024-012)**

1. The *UNIVERSITY OF THE PHILIPPINES VISAYAS*, through the UPSA Reprogrammed Funds per 1372<sup>nd</sup> BOR Meeting intends to apply the sum of *TEN MILLION PESOS (P10,000,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for CONSULTING SERVICES FOR THE DETAILED ARCHITECTURAL AND ENGINEERING DESIGN FOR THE UPV COLLEGE OF MANAGEMENT BUILDING (ITB-2024-012). Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *UNIVERSITY OF THE PHILIPPINES VISAYAS* now calls for the submission of eligibility documents for the *Preparation of a complete Detailed Architectural and Engineering (A&E) Drawings (DAED) and related studies/investigations*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **9:00AM, 31 May 2024** at **CM12, College of Management Building., UP Visayas, Iloilo City**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from *UNIVERSITY OF THE PHILIPPINES VISAYAS* and inspect the Bidding Documents at the address given below during **8:30AM to 4:30PM**.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **17 May 2024** from the address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of TEN THOUSAND PESOS (P10,000.00)*.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and upon request from the Procuring Entity through email at [bac@upv.edu.ph](mailto:bac@upv.edu.ph), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of the top seven (7) highest-rated bidders. Only shortlisted prospective bidders can submit their bid. The criteria and rating system for short listing are:

*See attached criteria for shortlisting. Only Interested bidders obtaining a minimum score of 70% may be considered for shortlisting.*

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

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)* procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within 268 calendar days (does not include construction phase).
9. The *UNIVERSITY OF THE PHILIPPINES VISAYAS* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

***MS. ARLENE AVANCENA***  
*Chair, Bids and Awards Committee*  
***UNIVERSITY OF THE PHILIPPINES VISAYAS***  
*Miagao, Iloilo*  
*0917 707 7232*

***MS. ARLENE N. AVANCENA***  
*Chair, UPV Bids and Awards Committee*

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

## **1. Eligibility Criteria**

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

## **2. Eligibility Requirements**

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

(a) Class “A” Documents –

Legal Documents

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

Technical Documents

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

(b) Class “B” Document –

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

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

### **3. Format and Signing of Eligibility Documents**

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

### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. \_\_\_ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:



- (c) contain the name of the contract to be bid in capital letters;
- (d) bear the name and address of the prospective bidder in capital letters;
- (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
- (f) bear the specific identification of this Project indicated in the **EDS**; and
- (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

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

## **5. Deadline for Submission of Eligibility Documents**

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

## **6. Late Submission of Eligibility Documents**

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

## **7. Modification and Withdrawal of Eligibility Documents**

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit

another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

## **8. Opening and Preliminary Examination of Eligibility Documents**

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

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

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

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

## **9. Short Listing of Consultants**

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

## **10. Protest Mechanism**

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

# *Section III. Eligibility Data Sheet*

## **Eligibility Data Sheet**

<b>Eligibility Documents</b>	
1.2	<i>Preparation of a complete Detailed Architectural and Engineering (A&amp;E) Drawings (DAED) for the Water Sports Facility consistent to existing applicable laws.</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 <i>five 5 years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<i>Certificate of completion/acceptance issued by the contracting agency.</i>
0	Each prospective bidder shall submit one (1) original and <i>two (2)</i> copies of its eligibility documents.
(e)	<i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project:</i>  <i>University of the Philippines Visayas – Bids and Awards Committee</i>
(f)	<i>CONSULTING SERVICES FOR THE DETAILED ARCHITECTURAL AND ENGINEERING DESIGN FOR THE UPV COLLEGE OF MANAGEMENT BUILDING (ITB-2024-012)</i>
0	The address for submission of eligibility documents is:  <b><i>ARLENE N. AVANCENA</i></b> <i>Chair, Bids and Awards Committee</i> <b><i>Supply and Property Services Office,</i></b> <b><i>Administrative Services Building,</i></b> <b><i>University of the Philippines Visayas</i></b> <b><i>Gen. Luna St., Iloilo City</i></b>  The deadline for submission of eligibility documents is <b><i>9:00AM, 31 May 2024</i></b>
0	The place of opening of eligibility documents is <b><i>CM12, College of Management Building., UP Visayas, Iloilo City.</i></b>  The date and time of opening of eligibility documents is <b><i>9:00AM, 31 May 2024.</i></b>
0	Similar contracts shall refer to “Detailed Architectural and Engineering Design Projects or Design and Build Projects”.
0	<i>The minimum score required for possible shortlisting is 70%</i> <i>See criteria below:</i>

**ANNEX 4 - Criteria for Shortlisting**  
**Consulting Services for the Detailed Architectural and Engineering Design for the**  
**UPV College of Management Building**

CRITERIA			% SCORE	Pts	Subtotal	Total
<i>Each main criteria shall have a minimum score of 50%. Non-compliance shall be grounds for disqualification.</i>						
<b>I. Experience and Capability of the Firm</b>						<b>30</b>
<b>A</b>	<b>Firm's Qualifications</b>				<b>15</b>	
	<b>1</b>	<b>Must be operational for at least 10 years (may not be continuous)</b>		<b>5</b>		
		15 years and above	100			
		10 to 14 years	80			
		Below 10 years	0			
	<b>2</b>	<b>Must have 5 years of experience in Architectural and Engineering Design</b>		<b>5</b>		
		5 years and above	100			
		Below 5 years	0			
	<b>3</b>	<b>Must have previously handled/managed at least 1 project involving Detailed Architectural and Engineering Design</b>		<b>5</b>		
		Above 3 projects	100			
		1 to 3 projects	80			
		No projects	0			
<b>B</b>	<b>Work Experience</b>				<b>15</b>	
	<b>1</b>	<b>Floor area of single largest design project from 2018 to 2023</b>		<b>5</b>		
		Total Floor Area of completed project for DAED is 15,000 sq.m. and above	100			
		Total Floor Area of completed project for DAED is between 10,000 to 14,999 sq.m.	75			
		Total Floor Area of completed project for DAED is between 5,000 to 9,999 sq.m.	50			
		Total Floor Area of completed project for DAED is below 5,000 sq.m.	0			
	<b>2</b>	<b>Total value of single largest design project from 2018 to 2023</b>		<b>5</b>		
		More than or equal to 100% of the Approved Budget of Contract for DAED	100			
		75% to 99% of the Approved Budget of Contract for DAED	75			
		50% to 74% of the Approved Budget of Contract for DAED	50			
		Below 50% of the Approved Budget of Contract for DAED	0			
	<b>3</b>	<b>Project of similar nature or complexity</b>		<b>5</b>		
		2 general university/college academic facility project (DAED)	100			
		1 general university/college academic facility project (DAED)	80			
		No project of similar nature of complexity (DAED)	0			
<b>II. Qualification of Key Personnel of the Firm</b>						<b>50</b>
Note: Designation to all personnel complement is required. Non-compliance shall be grounds for disqualification. Designation of 1 key personnel to another position is a ground for disqualification. The CV should reflect the required specific WORK EXPERIENCE to be credited to the points of this table of criteria						
	<b>II.1 Qualification of Personnel to be Assigned (A &amp; E Design)</b>				<b>46</b>	
<b>A</b>	<b>Principal Architect/Designer</b>			<b>8</b>		
	<b>1</b>	<b>Education</b>		<b>4</b>		
		Registered and Licensed Architect with Master's Degree in Architecture or Engineering; with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
		Registered and Licensed Architect with specialization diploma or certificate; with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	90			
		Registered and Licensed Architect with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	85			
	<b>2</b>	<b>Architect with at least 15 years experience in design, contract and project management of buildings or infrastructures including VE/VA</b>		<b>4</b>		
		15 years and above with experience in general university/college academic facility design	100			
		15 years and above	90			
		below 15 years	0			
<b>B</b>	<b>Team Leader</b>			<b>6</b>		
	<b>1</b>	<b>Education</b>		<b>3</b>		
		Registered and Licensed Architect with Master's Degree in Architecture or Engineering; with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
		Registered and Licensed Architect with specialization diploma or certificate; with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	90			
		Registered and Licensed Architect with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	85			

	2	At least 10 years experience in Architectural and Engineering design	3			
		10 years and above with experience in general university/college academic facility design	100			
		10 years and above	90			
		below 10 years	0			
	C	Structural Engineer		4		
	1	Education	2			
		Registered and Licensed Civil Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement; active member of the Association of Structural Engineers of the Philippines (ASEP)	100			
		Registered and Licensed Civil Engineer with specialization diploma or certificate; with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	90			
		Registered and Licensed Civil Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	85			
	2	At least 10 years experience in design, project management, and construction of modern reinforced concrete and steel structures	2			
		10 years and above	100			
		below 10 years	0			
	D	Professional Electrical Engineer		4		
	1	Education	2			
		Registered and Licensed Professional Electrical Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
	2	At least 5 years experience in electrical design as a PEE	2			
		5 years and above	100			
		below 5 years	0			
	E	Professional Mechanical and Fire Protection Engineer		4		
	1	Education	2			
		Registered and Licensed Professional Mechanical Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
	2	At least 5 years experience in HVAC and fire protection systems and in emergent, alternative energy-efficient HVAC technologies	2			
		5 years and above	100			
		below 5 years	0			
	F	Professional Electronics Engineer		4		
	1	Education	2			
		Registered and Licensed Professional Electronics Engineer / Electronics and Communications Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
	2	At least 5 relevant experience in design and project or construction management of buildings	2			
		5 years and above	100			
		below 5 years	0			
	G	Sanitary Engineer or Master Plumber		4		
	1	Education	2			
		Registered and Licensed Sanitary Engineer or Master Plumber with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
	2	At least 5 relevant experience in the design of building water supply and distribution, plumbing and preferable knowledgeable in waste water management/treatment, rainwater collection, grey water recycling and emergent, alternative effluent collection and treatment systems	2			
		5 years and above	100			
		below 5 years	0			
	H	Interior Designer		4		
	1	Education	2			
		Registered and Licensed Interior Designer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
	2	at least 5 years' relevant experience in the interior design of buildings or infrastructure and preferably with experience in school/university building interior design.	2			
		5 years and above	100			
		below 5 years	0			
	I	Quantity Surveyor		2		
	1	Education	1			
		Registered and Licensed Architect or Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
	2	At least 5 relevant experience in quantity surveying	1			
		5 years and above	100			
		below 5 years	0			

<b>II.2 Qualification of Support Personnel to be Assigned</b>				<b>4</b>
<b>A</b>	<b>Draftsman / CAD Operator - 1</b>		<b>1</b>	
1	Education	0.5		
	Registered and Licensed Architect or Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100		
	B.S. Architecture or Engineering graduate	85		
	Undergraduate Architect or Engineer / Certificate in Architecture Drafting or Equivalent	50		
2	Work experience in AutoCAD and BIM drafting and managing the production of construction drawings; must be a regular staff of the A & E Design Consultant	0.5		
	10 years and above	100		
	5 years to 9 years	85		
	1 year to 4 years	50		
	below 1 year	0		
<b>B</b>	<b>Draftsman / CAD Operator - 2</b>		<b>1</b>	
1	Education	0.5		
	Registered and Licensed Architect or Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100		
	B.S. Architecture or Engineering graduate	85		
	Undergraduate Architect or Engineer / Certificate in Architecture Drafting or Equivalent	50		
2	Work experience in AutoCAD and BIM drafting and managing the production of construction drawings; must be a regular staff of the A & E Design Consultant	0.5		
	10 years and above	100		
	5 years to 9 years	85		
	1 year to 4 years	50		
	below 1 year	0		
<b>C</b>	<b>Specification Writer</b>		<b>2</b>	
1	Education	1		
	Registered and Licensed Architect or Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100		
	B.S. Architecture or Engineering graduate	85		
	Undergraduate Architect or Engineer / Certificate in Architecture Drafting or Equivalent	50		
2	3 years experience in specifications writing; must be a regular staff of the A & E Design Consultant	1		
	3 years and above	100		
	below 1 year	0		
<b>III. Job/Financial Capacity</b>				<b>20</b>
<b>A</b>	<b>Financial Capacity</b>		<b>20</b>	
			<b>20</b>	
	Net Financial Contracting Capacity more than 20M	100		
	Net Financial Contracting Capacity equal to 12.1M to 20M	75		
	Net Financial Contracting Capacity equal to 8M to 12M	50		
	Net Financial Contracting Capacity below 8M	0		
		<b>TOTAL SCORE</b>		<b>100</b>
		<b>PASSING SCORE</b>		<b>70</b>



**UNIVERSITY OF THE PHILIPPINES VISAYAS  
BIDS AND AWARDS COMMITTEE**

**Name of Project:**

**“CONSULTING SERVICES FOR THE DETAILED ARCHITECTURAL AND  
ENGINEERING DESIGN FOR THE UPV COLLEGE OF MANAGEMENT BUILDING  
(ITB-2024-012)”**

**CHECKLIST OF ELIGIBILITY REQUIREMENTS**

i)	PhilGEPS Certificate of Registration ( <b>Platinum Membership</b> ) with attached Annex “A” All Annex A attachments must be updated and valid.
ii)	Statement of the prospective bidder of all its ongoing 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.
iii)	Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of this IRR, within the relevant period as provided in the Bidding Documents in the case of Goods.  All of the above statements shall include all information required in the BDs prescribed by the GPPB
iv)	The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC). The computation and formula must be correct and shown.
v)	If applicable a Valid Joint Venture Agreement  Joint Venture bidders shall submit a Joint Venture Agreement in accordance with R.A. 4566 and its IRR. Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.
vi)	Questionnaire for prospective bidders (duly accomplished and notarized)

**Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.**



## ELIGIBILITY DOCUMENTS SUBMISSION FORM

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*[Date]*

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address

**Statement identifying the Bidder's Single Largest Completed Contract similar in nature  
within the relevant period of **FIVE (5) years****

Contract to be Bid : \_\_\_\_\_  
 Business Name : \_\_\_\_\_  
 Business Address: \_\_\_\_\_

Name of Client	a. Owner's Name b. Address c. Telephone Nos.	Title of the Project in the Contract	Nature of Work	a. Date Awarded b. Contract Effectivity c. Date Completed	Contractor's Role (whether sole contractor, subcontractor, or partner in a JV)		a. Total Contract Value at Award b. Total Contract Value at Completion c. Contract Duration
					Description	%	
<u>Government</u>							
<u>Private</u>							

- Note: This statement shall be supported with:
1. Notice of Award and/or Contract
  2. Notice to Proceed issued by the Owner
  3. Owner's Certificate of Final Acceptance or Certificate of Completion
  4. Constructors Performance Evaluation Summary (CPES) Final Rating, which must be satisfactory, if applicable

Submitted by : \_\_\_\_\_  
 (Print Name and Signature)  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

**Statement identifying the Bidder's Single Largest Completed Contract similar in nature  
within the relevant period of **FIVE (5) years****

Contract to be Bid : \_\_\_\_\_

Business Name : \_\_\_\_\_

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

Name of Client	a. Owner's Name b. Address c. Telephone Nos.	Title of the Project in the Contract	Nature of Work	a. Date Awarded b. Contract Effectivity c. Date Completed	Contractor's Role (whether sole contractor, subcontractor, or partner in a JV)		a. Total Contract Value at Award b. Total Contract Value at Completion c. Contract Duration
					Description	%	
<u>Government</u>							
<u>Private</u>							

Note: This statement shall be supported with:

1. Notice of Award and/or Contract
2. Notice to Proceed issued by the Owner
3. Owner's Certificate of Final Acceptance or Certificate of Completion
4. Constructors Performance Evaluation Summary (CPES) Final Rating, which must be satisfactory, if applicable

Submitted by : \_\_\_\_\_  
(Print Name and Signature)

Designation : \_\_\_\_\_

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

**COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY**

- A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

Year 20 _____	Amount
<b>Total Assets</b>	
<b>Current Assets</b>	
<b>Total Liabilities</b>	
<b>Current Liabilities</b>	
<b>Net Worth ( 1-3 )</b>	
<b>Net Working Capital ( 2-4 )</b>	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

**NFCC= [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.**

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

**The Bidder shall attach the AFS to the NFCC Computation for Eligibility Check Form.**

**NFCC = P \_\_\_\_\_**

Submitted by:

\_\_\_\_\_  
Name of Supplier/Distributor/Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

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

NOTE:

If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the requirements.

Sample Form

Name of the Procuring Entity: UNIVERSITY OF THE PHILIPPINES VISAYAS

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT entered into By and Between \_\_\_\_\_, of legal age, \_\_\_\_\_ Name Designation Owner/proprietor of

\_\_\_\_\_ Name of Company And a resident of \_\_\_\_\_ Address of the Bidder

and \_\_\_\_\_, of legal age, \_\_\_\_\_ Name Civil Status

Owner/proprietor \_\_\_\_\_, a resident of \_\_\_\_\_ Name of Company

\_\_\_\_\_.

That both parties agree to join together their capital, manpower, equipment and other resources and efforts to enable the Joint Venture to participate in the Eligibility Check, Bidding and Undertaking of the hereunder stated Contract of the (Name of the Procuring Entity).

Table with 2 columns: NAME OF THE PROJECT, CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for their participation in the Eligibility Check, Bidding and Undertaking of the said contract.

That both parties agree that  
and/or \_\_\_\_\_  
Shall be the official Representative of the Joint Venture, and are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the Eligibility Check, Bidding and Undertaking of the said contract, as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Contracts until terminated by both parties.

Done this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

If the bidder is a joint venture, one of the requirements for Eligibility is the submission of a valid joint venture agreement

**ACKNOWLEDGEMENT**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022, affiant exhibited to me his/her Identification Card \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public  
Until 31 December 2022  
PTR No. : \_\_\_\_\_  
Issued at : \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. : \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



**UNIVERSITY OF THE PHILIPPINES VISAYAS  
BIDS AND AWARDS COMMITTEE**

**QUESTIONNAIRE FOR PROSPECTIVE BIDDERS**  
(additional requirement for eligibility)

1. Have you ever participated in any bidding in the University of the Philippines System?

Yes	No

If YES, fill up the table below. Use additional pages if necessary.

Consistent University/ UP Campus	Name of Project	Amount of Project	Duration Start/ End	Status (On-going/ completed)

2. Has your company ever been suspended or blacklisted by the University of the Philippines System?

Yes	No

If YES, fill up the table below. Use additional pages if necessary.

Consistent University/ UP Campus	Name of Project	Amount of Project	Duration Start/ End	Status (On-going/ lifted)

3. Has your company ever been suspended or blacklisted by any government agency or private company?

Yes	No

If YES, fill up the table below. Use additional pages if necessary.

Consistent University/ UP Campus	Name of Project	Amount of Project	Duration Start/ End	Status (On-going/ lifted)

4. Has there ever been any project of your company in the University of the Philippines that was terminated by the Administration?

YES	NO	NA

If YES, fill up the table below. Use additional pages if necessary.

Consistent University/ UP Campus	Name of Project	Reason for termination	Date of Termination

5. Do you certify that all documents submitted by your company and personnel are authentic?

Yes	No

6. Is there any pending investigation and/or case filed against your company or your personnel to any court or any similar institutions in relation to any government contracts awarded to your company? In relation to practice of profession of any personnel?

Yes	No

If YES, fill up the table below. Use additional pages if necessary.

For Company

Case Filed	Where Filed	Date Filed	Status (On-going/ resolved)	Remarks




For Personnel

Name of Personnel & Designation	Case Filed	Where Filed	Data Filed	Status (On-going/resolved)	Remarks

I hereby certify that all statements and information provided herein are complete, true and correct.

Name & Signature of Bidder's: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Official Designation: \_\_\_\_\_

Company: \_\_\_\_\_

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

**ACKNOWLEDGEMENT**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022, affiant exhibited to me his/her Identification Card \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public  
 Until 31 December 2022  
 PTR No. : \_\_\_\_\_  
 Issued at : \_\_\_\_\_  
 Issued on: \_\_\_\_\_  
 TIN No. : \_\_\_\_\_

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

