



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Philippine Atmospheric, Geophysical and
Astronomical Services Administration (PAGASA)



**BIDS AND AWARDS
COMMITTEE
PHILIPPINE BIDDING DOCUMENTS**

FOR THE

**CONSULTING SERVICES For
The Development of Storm Surge and
Coastal Inundation Return Period
Hazard Maps and Operational
Probabilistic Model Outputs for
Palo, Leyte**

(Stage 1)

Reference No.: **REI 2024-58 C**
Approved Budget for the Contract: **Php6,000,000.00**

Preface

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

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

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and Section II. Instructions to Bidders (ITB) and Section IV. General Conditions of Contract (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Eligibility Data Sheet (EDS) of Part I, Section III. Bid Data Sheet (BDS), and Section V. Special Conditions of Contract (SCC) of Part II. The forms to be used are provided in the attachments. Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) These PBDs are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids
- (c) Specific details, such as the “name of the Procuring Entity” and “address for proposal submission,” should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except Section VII. Bidding Forms of Part II since these provide important guidance to Bidders.

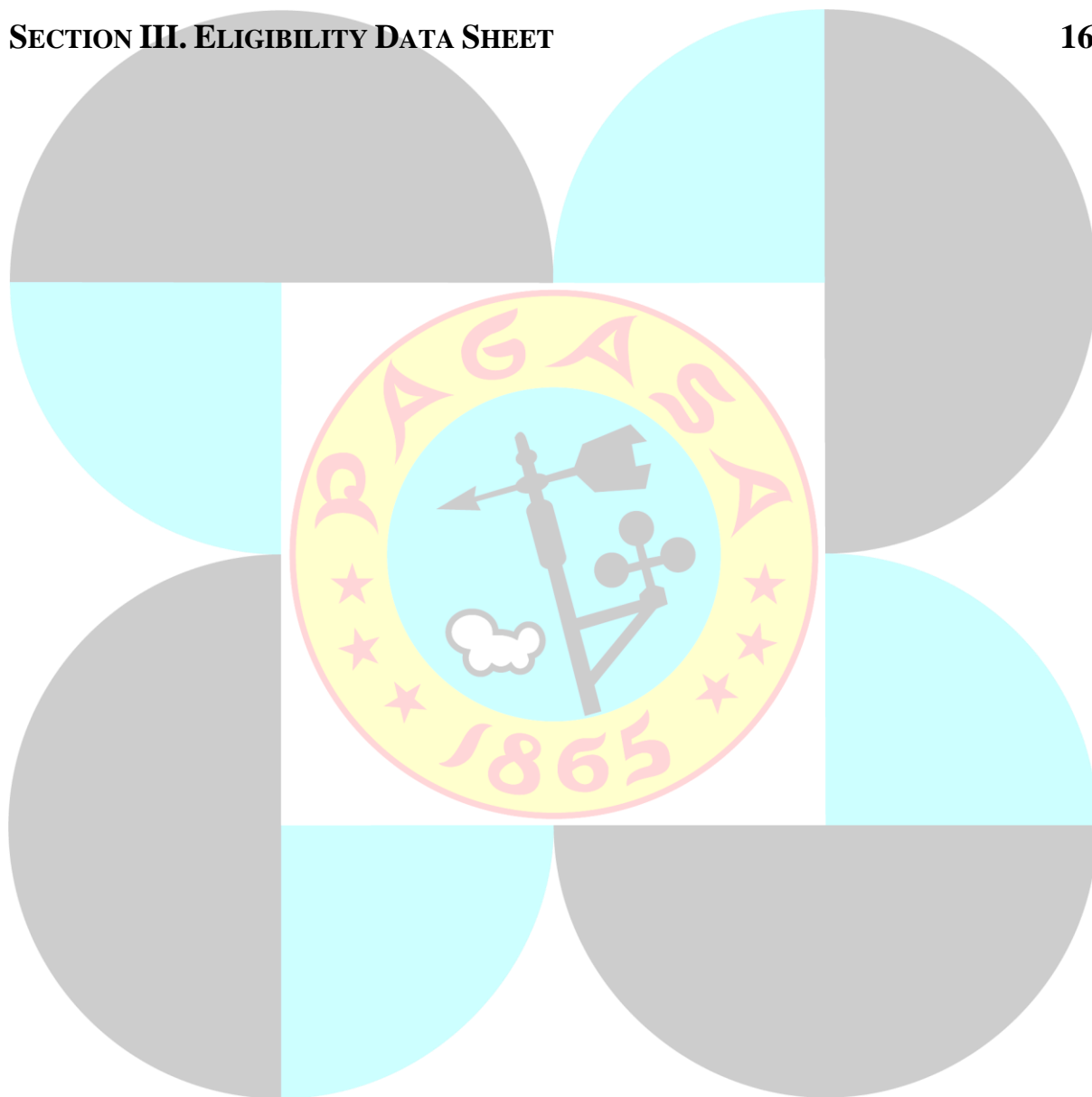
- (e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.
- (f) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instructions to Bidders, and Section III. General Conditions of Contract, respectively.



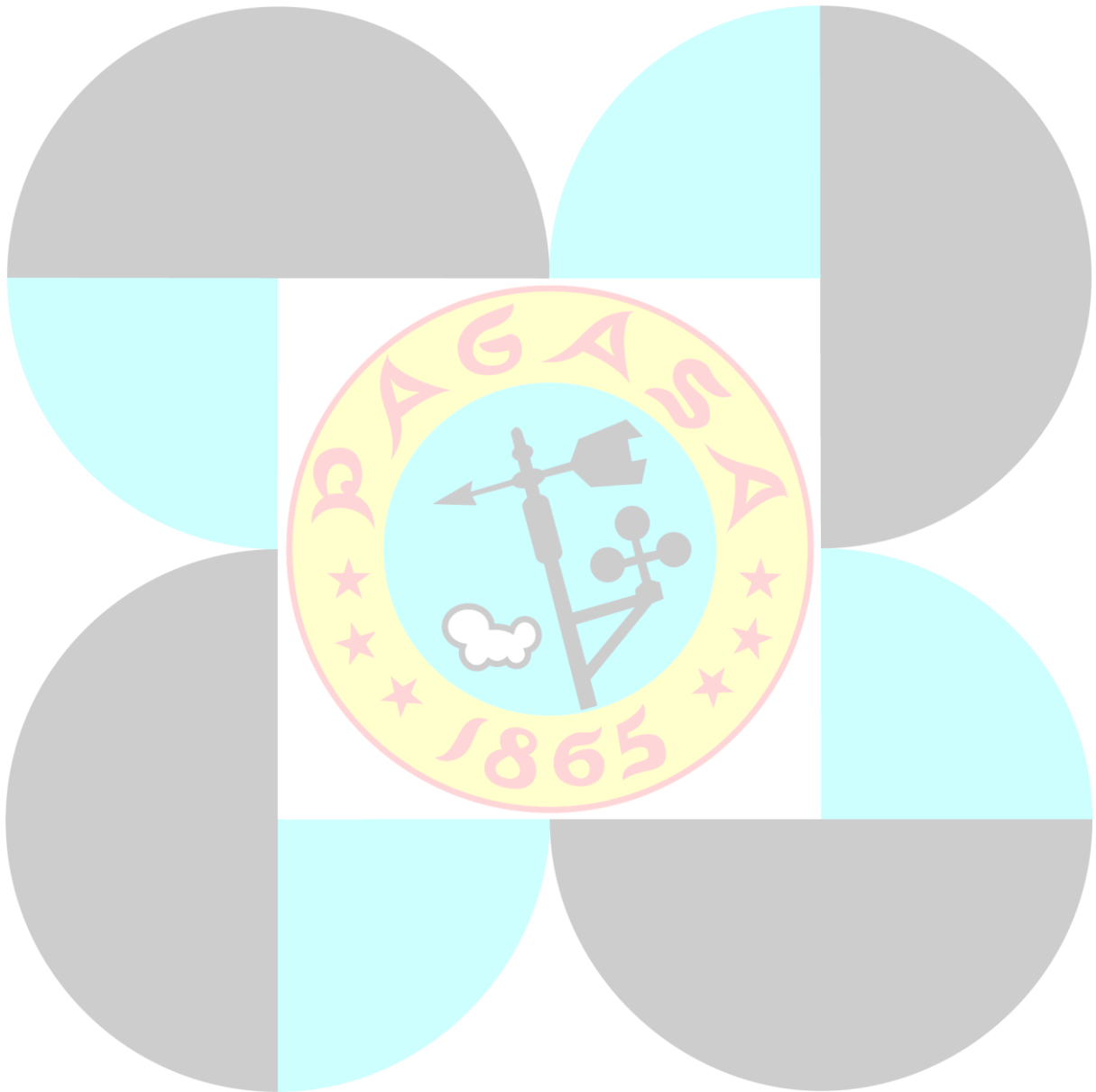
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Section I. Request for Expression of Interest





REQUEST FOR EXPRESSION OF INTEREST FOR Consultancy Services for the Development of Storm Surge and Coastal Inundation Return Period Hazard Maps and Operational Probabilistic Model Outputs for Palo, Leyte

1. The **PHILIPPINE ATMOSPHERIC, GEOPHYSICAL AND ASTRONOMICAL SERVICES ADMINISTRATION (PAGASA)**, through the Green Climate Fund (GCF) intends to apply the sum of **Six Million Pesos (Php6,000,000.00)** being the Approved Budget for the Contract (ABC) for **Consulting Services for the Development of Storm Surge and Coastal Inundation Return Period Hazard Maps and Operational Probabilistic Model Outputs for Palo, Leyte**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **PAGASA** now calls for the submission of eligibility documents for **Consulting Services for the Development of Storm Surge and Coastal Inundation Return Period Hazard Maps and Operational Probabilistic Model Outputs for Palo, Leyte**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **10:00 a.m., 21 November 2024** at **Amihan Conference Room 2nd Flr. PAGASA Main Bldg.* Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidder/s may obtain further information from **PAGASA-BAC Secretariat** and inspect the Bidding Documents at the address given below from **9:00 a.m. to 4:00 p.m.**
4. The **Bidding Documents – Part I** may be acquired by interested consultants on **13 November 2024** from the address below. The **Bidding Documents – Part II** may only be acquired by Short Listed Consultants upon payment of the applicable fee for the Bidding Documents, pursuant to the Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (Php10,000.00) only.

It may also be downloaded free of charge from Modernized Electronic Government Procurement System (MGeps) and PAGASA website *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 the 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).
6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA9184.

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. PAGASA BAC shall evaluate bids using the Quality Based Evaluation/Selection (QBE/QBS) procedure. The PAGASA BAC shall assign numerical weights to each of the below criteria:

Criteria	Weight
Experience Specific to the requirement	30
Methodological Approach and Work Plan	40
Management Structure and Key personnel	30
Total	100

The minimum score required is seventy percent (70%).

8. The contract shall be completed within **Three Hundred Sixty (360) calendar days** commencing upon the issuance of the Notice to Proceed.
9. The Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) reserves the right to reject any and all proposals, including that of a single proponent, waive any minor deviation in the submitted documents which will not materially affect the substance of the proposal, annul the selection process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

MA. ANNALYN S. NOLASCO

Head, BAC Secretariat

RMS, 3/F PAGASA Main Building

Science Garden Complex,

Senator Miriam-Defensor Santiago Ave.,

Brgy. Central, Quezon City

Trunkline: (02) 8284-0800 loc.1357

Email address: pagasa.bac@gmail.com / bac@pagasa.dost.gov.ph

SHIRLEY J. DAVID

Chairperson, PAGASA-BAC

Section II. Eligibility Documents

Notes on the Eligibility Documents

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

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



1. Eligibility Criteria

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

2. Eligibility Requirements

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

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

Technical Documents

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

- (b) Class "B" Document –

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

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of

the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

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

4. Sealing and Marking of Eligibility Documents

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

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	<p>The scope of the activities to be performed by the winning bidder will include:</p> <ol style="list-style-type: none"> 1. Comprehensive Workshops and Training Documentation. The consultant will conduct a series of in-person workshops catering to key DOST-PAGASA personnel. 2. Support Documentation. The documentation will showcase the responsiveness and dedication of the firm in addressing queries, concerns, and technical challenges encountered during the implementation phases. 3. User Guides and Model Framework Documentation. The consultant will craft detailed user guides tailored to each model framework, ensuring clarity and ease of implementation. 4. Python Scripts and model Source Codes. The consultant will share Python Scripts meticulously designed for setting up models, pre-processing data, and post-processing of model outputs including figures and hazard maps free of charge. 5. Model Executables and Operational Configuration. The consultant will provide fully functional model executables for both the hydrodynamic modeling software and wave models free of charge. 6. Methodological Framework and Workflow Documentation. The consultant will collaborate with PAGASA in identifying representative Tropical Cyclone events pivotal for generating accurate storm surge hazard maps. <p>Note: See Terms of Reference (TOR) for details.</p>
1.3	<p>Foreign consultants may be eligible to participate in this Project, subject to the following qualifications:</p> <ol style="list-style-type: none"> a) must be registered with the SEC and/or any agency authorized by the laws of the Philippines; or submit SEC Registration documents or its equivalent duly authenticated by the Philippine Embassy/Consulate in its country of registration. b) when the types and fields of consulting services in which the foreign consultant wishes to engage involve the practice of regulated professions, the foreign consultant must be authorized by the appropriate GOP professional regulatory body specified in Clause 1.2 to engage in the practice of those professions and allied professions: <i>Provided, however</i>, That the limits of such authority shall be strictly observed.
2.1(a)(ii)	<p>The statement of all 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 <i>five (5) years</i> prior to the deadline for the submission and receipt of eligibility documents.</p>
2.1(a)(ii.7)	<p>Acceptable proof of satisfactory completion of completed contracts:</p> <ol style="list-style-type: none"> a) Copy of Contract or Purchase Order; b) Copy of Certificate of Completion or Sales Invoice or Billing Invoice; c) Copy of Certificate of Acceptance or Official Receipt; and

	<p>d) Certificate of Performance Evaluation showing a rating of at least <u>Very Satisfactory</u> issued by the client of the bidder's Single Largest Completed Contract.</p>
4.2	<p>Each prospective bidder shall submit the following number of copies and format of its eligibility documents:</p> <ol style="list-style-type: none"> 1. one (1) original printed copy 2. two (2) copies of duplicate printed copies 3. one (1) digital copy in pdf (portable document format) contained in a USB Flash drive. 4. one (1) digital copy in editable format (.doc, .docx, .xls, .xlsx) contained in a USB Flash drive. <p>The digital copies may be contained in a single USB flash/thumb drive.</p> <p>The contents of each printed copy contained in the sealed envelopes shall contain a table of contents and each document shall be appropriately tabbed as indicated in the table of contents of the eligibility documents.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>(Indicate above if "Original" "Copy 1" or "Copy 2")</p> <p style="text-align: center;">TECHNICAL COMPONENT</p> <p style="text-align: center;">BID FOR THE</p> <p>IB No. _____</p> <p>Company Name (in capital letters) Company Address (in capital letter)</p> <p style="text-align: center;">SHIRLEY J. DAVID Chairperson PAGASA BIDS AND AWARDS COMMITTEE (PAGASA-BAC) PAGASA Science Garden Complex, Senator Miriam Defensor Santiago Ave., Brgy Central, Quezon City</p> <p>DO NOT OPEN BEFORE _____ (Indicate the Date and Time of Opening of Bids)</p> </div>
4.3 (e)	<p><i>PAGASA Bids and Awards Committee for Goods, Infrastructure and Consulting Services</i></p>
4.3 (f)	<p>The title and reference number of the Project is:</p> <p>CONSULTANCY SERVICES FOR THE Development of Storm Surge and Coastal Inundation Return Period Hazard Maps and Operational Probabilistic Model Outputs for Palo, Leyte</p>

	Request for Expression of Interest (REI) No. 2024-58 C											
5	<p>The address for physical submission of eligibility documents is:</p> <p><i>Amihan Conference Room, 2nd Floor, PAGASA Main Building, Science Garden Complex, Senator Miriam Defensor Santiago Ave., Brgy. Central, Quezon City</i></p> <p>The deadline for submission of eligibility documents is <i>at 10:00 a.m., 21 November 2024.</i></p>											
8.1	<p>The place of submission of eligibility documents is:</p> <p><i>Amihan Conference Room, 2nd Floor, PAGASA Main Building, Science Garden Complex, Senator Miriam Defensor Santiago Ave., Brgy. Central, Quezon City</i></p> <p>The date and time of opening of eligibility documents is <i>at 10:01 a.m., 21 November 2024.</i></p>											
9.1	<p>Similar contracts shall refer to research projects or collaborations with national agencies and/or state universities, either locally or internationally, expertise in partnering with companies involved in science and technology, specialized software and data products, ability to plan and execute training development activities.</p>											
9.2	<p>The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system.</p> <table><tr><th>CRITERIA</th><th>WEIGHT</th></tr><tr><td>Applicable experience of the firm</td><td>30%</td></tr><tr><td>Plan of approach and proposed methodology</td><td>40%</td></tr><tr><td>Management Structure and Quality of Personnel</td><td>30%</td></tr><tr><td>Total</td><td>100%</td></tr></table>		CRITERIA	WEIGHT	Applicable experience of the firm	30%	Plan of approach and proposed methodology	40%	Management Structure and Quality of Personnel	30%	Total	100%
CRITERIA	WEIGHT											
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Total	100%											

Annex A. Criteria for Quality Based Evaluation

The DOST-PAGASA shall evaluate the Technical Proposal of the Companies/Firms using Quality Based Evaluation (QBE) with a minimum required Technical Score (S_t) of 70%, using the following criteria and scoring system:

Shortlisting Criteria				Points Obtainable
Section 1. Company/Firm experience specific to the requirement				30
1.1	At least two (2) years of track record with prior consulting experience for at least two (2) years in the area of disaster risk reduction and management.			10
	a.	At least two years of relevant experience	10	
	b.	One year of relevant experience	8	
	c.	Less than one year of relevant experience	6	
1.2	At least two (2) years of experience working with government projects involving processes and realities of government rules, regulations, and procedures especially in the field concerning science, technology and disaster management projects.			10
	a.	At least two years of relevant experience	10	
	b.	One year of relevant experience	8	
	c.	Less than one year of relevant experience	6	
1.3	Completed at least one (1) major project related to developing multi-hazard and disaster risk management		10	10
Section 2. The proposed methodological approach and work plan				40
2.1	Overall Methodology and Approach. Clear and comprehensive yet concise articulation of the proposed methodology is consistent with <i>Section II. Scope of Work and Methodology</i> , with sound and viable strategies for meeting the key results.		20	20
2.2	Work Plan well-specified work plan on how to deliver the outputs and results in <i>Section III. Expected Outputs / Tasks and Responsibilities</i> , with the proposed timelines and milestones strategically defined and consistent with the project timeline.		20	20

Section 3. Management Structure and Key Personnel				30
3.1	Technical Team Leader			10
	(5) years’ experience in leading development projects and developing tools and carrying out integrated solutions related to climate and disaster risk analysis and assessment including development of hazard maps			
	a.	At least five years of relevant experience	10	
	b.	Four years of relevant experience	8	
	c.	Three years of relevant experience	6	
3.2	Operational Storm Surge Modeling Expert			10
	Preferably of Master’s degree in hydrology, meteorology, disaster risk management or related field; Strong understanding of hydrodynamics and at least three (3) years’ experience on hydrodynamic and coastal flood modeling			
	a.	At least three years of relevant experience	10	
	b.	Two years of relevant experience	8	
	c.	One years of relevant experience	6	
3.3	Technical Staff for Coastal Flooding and Wave Modeling			10
	4 years’ experience and relevant research in hydrodynamic modeling, coastal flooding and wave modeling.			
	a.	At least four years of relevant experience	10	
	b.	Three years of relevant experience	8	
	c.	Two years of relevant experience	6	
Total Points Obtainable				100
Passing Score				70

PAGASA BIDS AND AWARDS COMMITTEE (PAGASA-BAC)
CHECKLIST OF ELIGIBILITY REQUIREMENTS
(Procurement of Consulting Services – STAGE ONE)

Title of Project	:	Consultancy Services for the Development of Storm Surge and Coastal Inundation Return Period Hazard Maps and Operational Probabilistic Model Outputs for Palo, Leyte	
Reference	:	P.R. No. 2024-06-0437	REI. No. 2024-58 C
ABC	:	Php6,000,000.00	
Date of Evaluation	:		
Name of Bidder	:		

ENVELOPE NO.1: ELIGIBILITY COMPONENTS

PLEASE SUBMIT THE FOLLOWING DOCUMENTS <u>IN TRIPLICATE COPIES</u> , <u>ARRANGED IN ORDER</u> , <u>WITH LABEL</u> AND <u>DULY TABBED</u> , AND <u>USING ONLY THE PRESCRIBED BIDDING FORMS</u> :		
	DESCRIPTION	TAB
A. CLASS "A" DOCUMENTS		
<u>LEGAL DOCUMENTS</u>		
<input type="checkbox"/>	PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, <u>except for foreign bidders</u> 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;	A
<input type="checkbox"/>	Registration Certificate from the Securities and Exchange Commission (SEC) including Articles of Incorporation for Corporations; OR, Department of Trade and Industry (DTI) for sole proprietorship; OR, Cooperative Development Authority (CDA) for Cooperatives, whichever may be appropriate under existing laws of the Philippines; For foreign consultants , the following shall also be submitted, duly authenticated by the Philippine Embassy/Consulate in the said country: <input type="checkbox"/> i. Certification of Appointment of a local agent who is appointed as distributor and provider of technical support to the product; <input type="checkbox"/> ii. Proof of payment of corporate income tax in the country of registration, <input type="checkbox"/> iii. Business permit issued by government of registration	B B-1 B-2 B-3
<input type="checkbox"/>	Tax Clearance (Latest)	C
<u>TECHNICAL DOCUMENTS</u>		
<input type="checkbox"/>	Statement of all ON-GOING government and private contracts within the period of FIVE (5) years , unless otherwise stated in the BDS , including contracts awarded but not yet started, if any, WHETHER SIMILAR OR NOT SIMILAR in nature and complexity to the contract to be bid.	D
<input type="checkbox"/>	Acceptable proof of satisfactory completion of COMPLETED government and private contracts which are SIMILAR IN NATURE within the period of FIVE (5) years , unless otherwise stated in the BDS . (TPF 2) <u>Only the bidder's SINGLE LARGEST COMPLETED CONTRACT that is similar in nature to the project to be bid shall be supported with complete documentary evidence, enumerated below:</u> <input type="checkbox"/> i. Copy of the Contract or Purchase Order (PO); <input type="checkbox"/> ii. Copy of Certificate of Completion or Sales Invoice or Billing Invoice; <input type="checkbox"/> iii. Copy of Certificate of Acceptance or Official Receipt (OR); and <input type="checkbox"/> iv. Certificate of Performance Evaluation showing a rating of at least Very Satisfactory issued by the client of the bidder's Single Largest Completed Contract.	E
<input type="checkbox"/>	Statement of the consultant (TPF 3) 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.	F
<input type="checkbox"/>	Curriculum Vitae for the Proposed Professional Staff (TPF 4)	G

B. CLASS “B” DOCUMENTS		
<input type="checkbox"/>	If Joint Venture , Valid and duly notarized JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence or duly notarized statements from all potential joint venture partners stating that they will enter into and abide by the provisions of JVA in the instance that the bid is successful.	H
<input type="checkbox"/>	Complete Bidding Documents (<i>scanned copy of all the documents submitted</i>)	I
N.B. The PAGASA-BAC, however, reserves the right to examine and require the submission of other documents pertaining to the bidders’ statement during the post evaluation stage.		

REMARKS:

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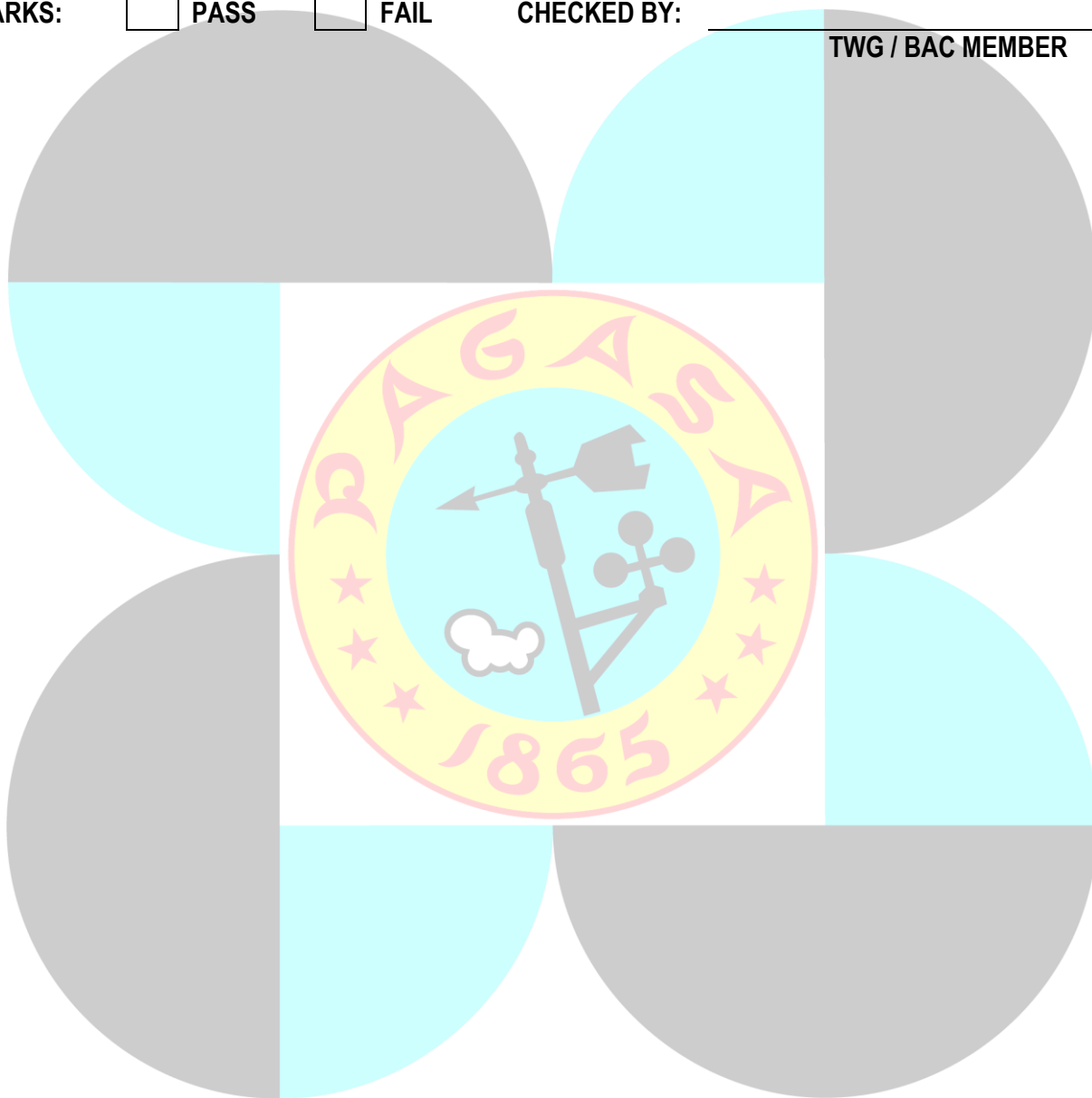
PASS

☐

FAIL

CHECKED BY: _____

TWG / BAC MEMBER



ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

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

In line with this submission, we certify that:

- a) [Name of Consultant] is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

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

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address