



Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
Cordillera Administrative Region, Baguio City

REQUEST FOR EXPRESSION OF INTEREST FOR

“CONSULTANCY SERVICES IN THE CONDUCT OF SOURCE APPORTIONMENT STUDIES FOR DENR EMB-CAR AIR QUALITY MONITORING STATIONS”

1. The *Environmental Management Bureau – Cordillera Administrative Region (EMB-CAR)*, through the *2021 GAA* intends to apply the sum of *Eight Hundred Thousand Pesos (₱ 800,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Consultancy Services in the Conduct of a Source Apportionment Studies for DENR EMB-CAR Air Quality Monitoring Stations / Contract No. EMBCAR-2021-_____*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *EMB-CAR* now calls for the submission of eligibility documents for *consultancy services in the Conduct of a Source Apportionment Studies for DENR EMB-CAR Air Quality Monitoring Stations (participate in meetings, Phase 1 and Phase 2 Data Analysis, submission of Reports, perform the qualitative and quantitative methods as prescribed in the Scope of Work – to enable monitoring of specific pollutants from different air pollution sources; for the development of a Source Profile; to focus on the receptors mostly influenced by agricultural and mobile sources and to determine the percentage (%) contribution of specific air pollution sources)*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat, or through online or electronic submission as indicated below, on or before **July 23, 2021 at 10:00 AM** at *EMB-CAR, DENR Compound, Gibraltar Road, Baguio City*. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from *EMB-CAR* and inspect the Bidding Documents at the address given below during *9:00 AM to 4:00 PM*.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **July 16, 2021 (from 9:00 AM to 4:00 PM) to August 9, 2021 (from 9:00 AM to 10:00 AM)** 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 One Thousand Pesos (₱ 1,000.00)*.

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

5. 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 *five (5)* prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

ELIGIBILITY REQUIREMENTS

Class "A" Document

A. Legal Documents

PhilGEPS Certificate of Registration and Membership
Mayor's/Business Permit
Registration certificate from DTI/SEC/CDA

B. Technical Documents

1. Statement of the prospective bidder of all its ongoing & completed government & private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature & complexity to the contract to be bid, w/n the last five (5) years prior to the deadline for the submission & receipt of bids/quotations. The statement shall include, for each contract, the following:
 - 1.1 the name and location of the contract;
 - 1.2 date of award of the contract;
 - 1.3 type and brief description of consulting services;
 - 1.4 consultant's role (whether main consultant, subconsultant, or partner in a JV);
 - 1.5 amount of contract;
 - 1.6 contract duration; and
 - 1.7 certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract.
2. Statement of the consultant specifying its nationality & confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions & allied professions including their respective curriculum vitae

C. Financial Documents

The Consultant's audited financial statements, showing, among others the Consultant's total 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.

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.

SHORTLISTING

Rating

- A. Applicable experience of the consultant and members in the case of joint ventures, considering both the overall experiences of the firm or, in the case of new firms, the individual experiences of the principal and staff, including the time when employed by other consultants **(40%)**.
- B. Qualification of personnel who may be assigned to the job vis-à-vis extent & complexity of the undertaking **(30%)**.
- C. Current workload relative to capacity **(30%)**.

The Passing Rate / Passing Score is **80%**.

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 Based Evaluation (QBE)* procedure.

Criteria for Rating and its corresponding rating:

- (a) Quality of personnel to be assigned to the Project which covers suitability of key staff to perform the duties for the Project and general qualifications and competence including education and training of the key staff; **(30%)**
- (b) Experience and capability of the Consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The suitability of the Consultant to the Project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants; **(30%)** and
- (c) Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions. **(40%)**

The Passing Rate / Passing Score is **80%**.

8. The contract shall be completed within *Six (6) months*.
9. The *EMB-CAR* 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. The electronic submission of Eligibility Documents and Bidding Documents along with the remote participation in the Pre-bid Conference and Opening of Bids may be opted by interested bidders/suppliers, and are to fill out the Pre-Registration form. Still, manual submissions are accommodated subject to the deadline specified.

Bid submissions must be uploaded to a cloud-based provider e.g. Google Drive, OneDrive or the like and the link shall then be shared to the procuring entity either via email or text message.

For the Pre-registration form for Bidders, please click/ use the following link:

<https://tinyurl.com/ebiddingcar>

Attached also is the Internal Rules on E-Bidding for ready reference.

For further information, please refer to:

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ENGR. RAUL G. CUBANGAY
BAC Chairperson