



REPUBLIC OF THE PHILIPPINES  
Department of Budget and Management  
General Solano Street, San Miguel, Manila

**BIDDING DOCUMENTS**

**FOR THE**

**CONSULTANCY SERVICES FOR**

**THE ENVIRONMENTAL**

**COMPLIANCE OF THE**

**DEPARTMENT**

**(PART I)**

PROJECT ID No.: DBM-2019-05

# TABLE OF CONTENTS

<b>SECTION I. REQUEST FOR EXPRESSION OF INTEREST.....</b>	<b>3</b>
<b>SECTION II. ELIGIBILITY DOCUMENTS.....</b>	<b>6</b>
<b>SECTION III. ELIGIBILITY DATA SHEET .....</b>	<b>15</b>
<b>SECTION IV. BIDDING FORMS.....</b>	<b>17</b>



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO ST., SAN MIGUEL, MANILA

**SECTION I. REQUEST FOR EXPRESSION OF INTEREST**

**CONSULTANCY SERVICES FOR THE  
ENVIRONMENTAL COMPLIANCE OF THE  
DEPARTMENT**

1. The Department of Budget and Management (DBM), through the authorized appropriations under the FY 2019 National Expenditure Program, intends to apply the sum of **One Million Five Hundred Thousand Pesos (P1,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, "**Consultancy Services for the Environmental Compliance of the Department.**" Bids received in excess of the ABC shall be automatically rejected at bid opening
2. The DBM now calls for the submission of eligibility documents for the above-mentioned Project. The Consultant is expected to meet the following objectives for the duration of the Project:
  - To study the key environmental impacts of DBM and risk management in relation to DENR and LLDA requirements for environmental compliance;
  - To evaluate the waste water discharge of the DBM;
  - To facilitate and assist in obtaining the following documents from the DENR and LLDA:
    - DENR – Environmental Compliance Certificate;
    - LLDA Discharge Permit; and
    - LLDA Clearance;
  - To train one (1) DBM Central Office Employee as accredited Pollution Control Officer;
  - To prepare plans and drawings for the needed equipment such as, but not limited to, STP, septic tank, etc. (signed and sealed by an Engineer/or a duly accredited DENR-EMB) when necessary;
  - To prepare manual/procedures on environment impact mitigations tailored fit to the DBM Central Office such as, but not limited to:

- Manual/procedures on waste water disposal;
- Manual/procedures to mitigate land pollution;
- Manual/procedures on waste disposal of hazardous materials; and
- Manual/procedures on operation of pollution contributing equipment such as diesel generator sets, etc.

Detailed service requirements are indicated in the Terms of Reference (TOR) of the Project (see Annex A).

3. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before November 13, 2018, 9:00 a.m., at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.
4. Interested bidders may obtain further information from the DBM-Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m. to 4:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on November 6, 2018 from the address below.

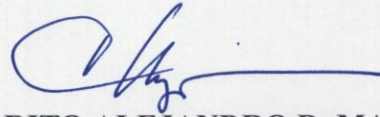
It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

6. 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 BAC shall draw up the short list of consultants from those who have submitted Expressions of Interest and have been determined as eligible in accordance with the provisions of Republic Act (R.A.) No. 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. In accordance with Section 24 of R.A. No. 9184 and its IRR, the criteria and rating system for short listing are:
  - i. Applicable experience and capability of the consultant and members, in case of joint ventures, considering both the overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (45 points);
  - ii. Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (40 points); and
  - iii. Current Workload Relative to Capacity (15 points).
8. The DBM 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.



9. The contract shall be completed within six (6) months from receipt of Notice to Proceed.
10. The DBM 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 R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**DBM-BAC Secretariat**  
**BAC Conference Room**  
**Department of Budget and Management**  
**Ground Floor, DBM Building III, General Solano St., San Miguel, Manila**  
**Telefax No. 657-3300 local 3115**  
**Email address: [procurement@dbm.gov.ph](mailto:procurement@dbm.gov.ph)**



**CLARITO ALEJANDRO D. MAGSINO**  
*Chairperson, DBM-BAC*

## **SECTION II. ELIGIBILITY DOCUMENTS**

### **TABLE OF CONTENTS**

<b>1. CHECKLIST OF ELIGIBILITY REQUIREMENTS.....</b>	<b>7</b>
<b>2. ELIGIBILITY CRITERIA.....</b>	<b>8</b>
<b>3. ELIGIBILITY REQUIREMENTS.....</b>	<b>8</b>
<b>4. FORMAT AND SIGNING OF ELIGIBILITY DOCUMENTS.....</b>	<b>10</b>
<b>5. SEALING AND MARKING OF ELIGIBILITY DOCUMENTS .....</b>	<b>10</b>
<b>6. DEADLINE FOR SUBMISSION OF ELIGIBILITY DOCUMENTS.....</b>	<b>11</b>
<b>7. LATE SUBMISSION OF ELIGIBILITY DOCUMENTS .....</b>	<b>11</b>
<b>8. MODIFICATION AND WITHDRAWAL OF ELIGIBILITY DOCUMENTS .....</b>	<b>12</b>
<b>9. OPENING AND PRELIMINARY EXAMINATION OF ELIGIBILITY DOCUMENTS.....</b>	<b>13</b>
<b>10. SHORT LISTING OF CONSULTANTS.....</b>	<b>13</b>

## CHECKLIST OF ELIGIBILITY REQUIREMENTS

### I. Class "A" Documents –

#### Legal Documents

1. PhilGEPS Registration Certificate (Platinum Membership with Annex A)

Note: If PhilGEPS Platinum Certificate of Registration is not available or the Annex A is not updated, the following shall be submitted, together with the PhilGEPS Certificate of Registration:

- a) SEC/DTI Registration Certificate
- b) Valid and Current Mayor's Permit\*
- c) Tax Clearance Certificate
- d) Latest Audited Financial Statements stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year

\* In cases of recently expired Mayor's/Business permits, they shall be accepted together with their respective official receipts as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the IRR of R.A. No. 9184.

#### Technical Documents

2. Eligibility Documents Submission Form accompanied by the company's Secretary's Certificate or Special Power of Attorney (Use Annex B)
3. Statement of all Government and Private Contracts Completed which are Similar in Nature (Use Annex C)
4. Certificate of Good Standing and Satisfactory Completion or equivalent document (for Completed Contracts)
5. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use Annex D)
6. Statement of the Consultant's Nationality (Use Annex E)
7. Curriculum Vitae for the Proposed Professional Staff (Use Annex F)

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

1. Diploma
2. Certificate of Employment
3. Professional Certifications and/or Licenses

II. Class "B" Document –

Legal Documents

8. 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.



## **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 Documents	
1.2	<i>No further instructions.</i>
1.3	<i>No further instructions.</i>
2.1(a)(ii)	<p style="text-align: center;"><b>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to November 13, 2018 (see Annex D for format).</b></p> <p style="text-align: center;"><b>Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex C for format).</b></p>
2.1(a)(ii.7)	Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their 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 and two (2) copies of its eligibility documents.
4.3(e)	DBM-BAC Secretariat BAC Conference Room Department of Budget and Management Ground Floor, DBM Building III, General Solano St., San Miguel, Manila Telefax No. 657-3300 local 3115 Email address: <a href="mailto:procurement@dbm.gov.ph">procurement@dbm.gov.ph</a>
4.3(f)	The name of the Project is “Consultancy Services for the Environmental Compliance of the Department.”
5	The address for submission of eligibility documents is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.
8.1	<p>The place of opening of eligibility documents is the same with the above-mentioned address.</p> <p>The date and time of opening of eligibility documents is November 13, 2018, 9:00 a.m.</p>
9.1	Similar contracts shall refer to <i>Consultancy Services for the Environmental Compliance</i>

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 short listed consultants. Should less than the required number 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.

Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

- (i) Applicable experience and capability of the Consultant and members, in case of joint ventures, considering both the overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (45 points);
- (ii) Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (40 points); and
- (iii) Current workload relative to capacity (15 points).

The minimum score required for each criterion is, as follows:

- (i) Applicable experience of the firm or firms in a joint venture (23 points);
- (ii) Qualification of personnel (20 points); and
- (iii) Current workload relative to capacity (7 points).

<b>Short Listing Evaluation Criteria</b>			
<b>Criteria</b>	<b>Reference Guide Points</b>		
	<b>Percentage Equivalent</b>	<b>Equivalent Points (Maximum)</b>	<b>Equivalent Points (Minimum)</b>
<b>1. Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company</b>		<b>45.00</b>	<b>23.00</b>
I. Firm's Qualification			
II. Work Experience			
<b>2. Qualification of Key Personnel</b>		<b>40.00</b>	<b>20.00</b>
I. Education			
II. Work Experience			
III. Trainings Attended			
IV. Certifications			

	<b>3. Current Workload</b>		<b>15.00</b>	<b>7.00</b>
	I. Current Project Workload (on-going projects)			
	II. Financial Capacity (FC): Current Asset (CA) less Current Liabilities (CL)			
	<b>Total</b>		<b>100.00</b>	<b>50.00</b>

**SECTION IV. BIDDING FORMS**

Annex A: Terms of Reference .....17

Annex B: Eligibility Documents Submission Form.....35

Annex C: Statement of all Government and Private Contracts Completed  
which are Similar in Nature .....36

Annex D: List of all Ongoing Government and Private Contracts including  
Contracts Awarded but not yet Started.....37

Annex E: Statement of the Consultant’s Nationality.....38

Annex F: Format of Curriculum Vitae (CV) for Proposed Professional  
Staff.....40



## **TERMS OF REFERENCE**

### **I. PROJECT TITLE**

Consultancy Services for the Environmental Compliance of the Department

### **II. PROJECT BACKGROUND**

The total lot and building floor areas of the Department of Budget and Management Central Office are 14,851sq.m. and 21,330sq.m., respectively, which compose of the following:

- One (1) 32mx40m two storey building (Building 1);
- One (1) 40mx70m four storey building with roof deck (Building 2);
- One (1) 32mx45m two storey building (Building 3); and
- One (1) 20mx35m multi-purpose building

Given the large building floor area which houses almost 600 individuals, it is undeniable that our Department contributes to the worsening pollutions in the Philippines (water, air, and land) due to the following facilities:

- Three (3) Generator Sets;
- Three (3) Septic Tanks;
- Ninety (90) toilets;
- More than five thousand (5000) light bulbs; and
- Fifty four (54) motor vehicles

Moreover, the Laguna Lake Development Authority issued a Notice of Violation to the Department in view of Section 4, paragraph (d) of Republic Act No. 4850 and Executive Order No. 927 that require all development projects within the Laguna de Bay region to secure the necessary clearances/permits from the LLDA prior to implementation.

As a prerequisite to the LLDA clearances/permits, the Department is also required to secure an Environment Compliance Certificate (ECC) from the Department of Environment and Natural Resources.

Inasmuch as the aforementioned processing of clearances and permits requires technical expertise on environmental impacts and mitigations, the Administrative Service opted to hire a consultant.

### **III. OBJECTIVE**

- To study the key environmental impacts of DBM and risk assessment in relation to DENR and LLDA requirements for environmental compliance;
- To evaluate the waste water discharge of the DBM;

- To facilitate and assist in obtaining the following documents from the DENR and LLDA:
  - DENR – Environmental Compliance Certificate;
  - LLDA Discharge Permit; and
  - LLDA Clearance;
- To train one (1) DBM Central Office Employee as accredited Pollution Control Officer;
- To prepare plans and drawings for the needed equipment such as, but not limited to, STP, septic tank, etc. (signed and sealed by an Engineer/or a duly accredited DENR-EMB) when necessary;
- To prepare manual/procedures on environment impact mitigations tailored fit to the DBM Central Office such as, but not limited to:
  - Manual/procedures on waste water disposal;
  - Manual/procedures to mitigate land pollution;
  - Manual/procedures on waste disposal of hazardous materials; and
  - Manual/procedures on operation of pollution contributing equipment such as diesel generator sets, etc.

#### **IV. PROJECT DESCRIPTION**

The Environmental Consultant is expected to do the following: (1) prepare and submit all the necessary documents required by the LLDA and the DENR; (2) recommend courses of action for non-complying DBM procedures relevant to environmental issues, if any; (3) secure the LLDA Clearance, the Wastewater Discharge Permit, and the DENR Environmental Compliance Certificate; and (4) pay all the necessary government fees (shall be shouldered by the Consultant) in order for the DBM to secure the required permits/clearances/certification. The following documents and scope of works are the minimum requirements of the LLDA and the DENR to be secured/prepared by the Consultant relative to the issuance of environmental permits/clearances:

##### **A. Permits to be secured from the Environmental Management Bureau (EMB-NCR):**

##### **1. Environmental Compliance Certificate (ECC)**

- (i) Conduct an ocular inspection of the site
- (ii) Gather primary and secondary data
- (iii) Identify and assess environmental impacts that would be generated by the project
- (iv) Formulate environmental management plan (EMP) and environmental monitoring plan (EMoP)
- (v) Prepare Environmental Impact Assessment (EIA) Report. Annex 1-C of the DENR Memorandum Circular No. 2010-14 is the

Annotated outline for EIA Reports for Single Project Expansion/Modification.

- (vi) Prepare Environmental Performance Report and Management Plan (EPRMP)
- (vii) Apply for ECC at the EMB–NCR and assist them in the site inspection to be conducted. Other important documents that will be needed in the application are, as follows:
  - i. Certification/Permits issued by the LGU (Barangay Clearance / Barangay Resolution / Certification)
  - ii. Lease Contract or TCT certified by LRA
  - iii. Site Development Plan, Building Layout, Floor Plan
  - iv. Site Photos
  - v. Zoning Certificate

## 2. Permit to Operate

- (i) Conduct an ocular inspection of the facility
- (ii) Identify and assess possible source/s of air pollution
- (iii) Fill-up application form
- (iv) Prepare Engineer’s Report
- (v) Prepare plans and elevation drawings signed and sealed by a Professional Mechanical Engineer (PME) or Chemical Engineer (ChE)
- (vi) Apply for the permit at the EMB–NCR and assist them in the facility inspection to be conducted

## 3. Hazardous Waste Generator ID

- (i) Fill-up application form
- (ii) Identify hazardous waste generated and prepare hazardous waste management report
- (iii) Submit to EMB–NCR (In-person and Online)
- (iv) Facilitate approval and issuance of Hazardous Waste Generator I.D.

## 4. Pollution Control Officer Accreditation

- (i) Fill-up application form
- (ii) Prepare documents relative to the application
- (iii) Submit to EMB–NCR
- (iv) Facilitate approval and issuance of PCO Accreditation Certificate

## B. Permits and clearances from the Laguna Lake Development Authority (LLDA)

### 1. LLDA Clearance

- (i) Prepare duly filled-up application form
- (ii) Prepare pertinent documents

- (iii) Prepare site development plan, vicinity map and drainage/sewer layout plan signed and sealed by a Sanitary Engineer.
- (iv) Submit and follow-up works to LLDA
- (v) Assist in the LLDA on-site inspection
- (vi) Facilitate issuance of LLDA Clearance
- (vii) Annex D of the LLDA Board Resolution No. 408, Series of 2011 contains the LLDA Clearance and LC Expansion Process.

## 2. Wastewater Discharge Permit

- (i) Prepare duly filled-up application form (Discharge Permit Application and Evaluation forms)
- (ii) Prepare Engineer's Report
- (iii) Prepare plans and drawings of STP components (signed and sealed by a Sanitary Engineer or Chemical Engineer) as needed
- (iv) Submit and follow-up works to LLDA
- (v) Assist in the LLDA on-site inspection (when required)
- (vi) Facilitate issuance of Wastewater Discharge Permit

## 3. Pollution Control Officer Accreditation (in reference to the LLDA Board Resolution No. 455, Series of 2014)

- (i) Fill-up application form
- (ii) Prepare other documents relative to the application
- (iii) Submit to LLDA
- (iv) Facilitate approval and issuance of PCO Accreditation Certificate

## C. Environmental Performance and Management Plan (EPRMP)

### D. Completed EIA Reports

#### Executive Summary

#### Project Description

- Project Location and Area
- Project Rationale
- Project Alternatives
- Project Components
- Process/Technology Options
- Project Size
- Development plan, Description of Project Phases and corresponding timeframes
- Manpower
- Indicative Project Investment Cost

#### Analysis of Key Environmental Impacts

- Land
  - Land use and Classification

- Geology/Geomorphology
  - Pedology
  - Terrestrial Biology
  - Water
    - Hydrology/Hydrogeology
    - Oceanography
    - Water Quality
    - Freshwater or marine Ecology
  - Air
    - Meteorology/Climatology
    - Air Quality & noise
  - People
    - Environmental Ecological Risk Assessment
    - Impacts Management Plan (IMP)
    - Social Development Plan and IEC Implementation
    - Environmental Compliance Monitoring
    - Emergency response policy and generic guidelines
    - Abandonment/Decommissioning/Rehabilitation policies and generic guidelines
    - Institutional plan for EMP implementation
- E. Certification/Permits issued by the LGU (Barangay Clearance / Barangay Resolution / Certification)
- F. Lease Contract and TCT certified by LRA
- G. Site Development Plan, Building Layout, Floor Plan
- H. Site Photos
- I. Zoning Certificate



## V. QUALIFICATION

<b>Key Staff</b>	<b>No of Personnel</b>	<b>Qualifications</b>
Environmental Planner	1	Licensed Environmental Planner and duly accredited by the DENR-EMB, with at least five (5) years of experience as Environmental Planner and has prepared at least three (3) Environmental Impact Statement (EIS)
Senior Geotechnical or Senior Geologist	1	Licensed Geotechnical Engineer or Geologist with at least five (5) years of experience in the conduct of technical studies or geological or geophysical studies of infrastructure consultancy projects
Marine Biologist	1	Degree in Marine Biology with at least five (5) years of experience in Marine Biology study/consultancy
Safety Officer	1	With at least one (1) year of experience and Certification on Basic Occupational and Safety with at least 40 hours training from the DOLE
Scuba Diver	1	With at least one (1) year of experience

\*Note: Other key personnel needed during the contract implementation shall be provided without additional charges.

**VI. PROPOSED PROJECT TIMELINE**

<b>Project Deliverable</b>	<b>1<sup>st</sup> Month</b>	<b>2<sup>nd</sup> Month</b>	<b>3<sup>rd</sup> Month</b>	<b>4<sup>th</sup> Month</b>	<b>5<sup>th</sup> Month</b>	<b>6<sup>th</sup> Month</b>
<b>A. DENR</b>						
○ Environmental Compliance Certificate						
○ Permit to Operate						
○ Hazardous Waste Generator ID						
<b>B. LLDA</b>						
○ LLDA Discharge Permit						
○ LLDA Clearance						
<b>C. Pollution Control Officer Accreditation</b>						
<b>D. Manuals/ Procedures for Environmental Impact Mitigation</b>						

**VII. MILESTONE OF PAYMENT**

The Contract Price shall be the amount proposed by the winning Consultant for the Project. Payment for services rendered shall be made based on progress billing and in accordance with the following schedule:

- A. Fifteen percent (15%) based on the total remuneration cost to be paid within seven (7) calendar days after the receipt of the Notice to Proceed to cover the cost of mobilization, which shall only be made upon the submission and acceptance of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable on demand, issued by a duly licensed surety or insurance company and confirmed by the Head of the Procuring Entity or its authorized representative.
- B. Forty percent (40%) of the total remuneration cost shall be paid to the Consultant upon the submission of the following permits from the Department of Environment and Natural Resources:
  - Environmental Compliance Certificate
  - Permit to Operate
  - Hazardous Waste Generator ID
- C. Twenty five percent (25%) of the total remuneration cost shall be paid to the Consultant upon the submission and issuance of an LLDA Discharge Permit and Clearance.
- D. Twenty percent (20%) of the total remuneration cost shall be paid to the Consultant upon the issuance of the Pollution Control Accreditation and submission of Manual/Procedures for Environmental Impact Mitigation.

**ELIGIBILITY DOCUMENTS SUBMISSION FORM**

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*[Date]*

**Department of Budget and Management**  
Bids and Awards Committee  
Building III, Gen. Solano St.  
San Miguel, Manila

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for Consultancy Services for the Environmental Compliance of the Department, *[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

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

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

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

Name of Client/Contact Person/Contact Number/Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

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

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

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

Instructions:

- a) Projects should be completed within five (5) years immediately preceding November 13, 2018.
- b) Completed contract:
  - (i) Similar contract shall refer to Consultancy Services for Environmental Compliance.
  - (ii) If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.

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

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

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

Name of Client/ Contact Person/ Contact Number/ Email Address	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
<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 bid) prior to November 13, 2018.
- 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

**Department of Budget and Management**

Bids and Awards Committee  
 Building III, Gen. Solano St.  
 San Miguel, Manila

Ladies/Gentlemen:

In compliance with the requirements of the Department of Budget and Management – Bids and Awards Committee (DBM BAC) for the bidding of the Consultancy Services for the Environmental Compliance of the Department, 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:

<b>Name of Proposed Personnel</b>	<b>Proposed Position</b>	<b>Nationality</b>	<b>Proof of Identification</b>
1.	Environmental Planner	Filipino	
2.	Senior Geotechnical or Senior Geologist	Filipino	
3.	Marine Biologist	Filipino	
4.	Safety Officer	Filipino	
5.	Scuba Divers	Filipino	

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 representative for the public bidding for this project)***

## FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

### FIRM'S PROFILE

Name of Firm		
Form of Organization	Year Established	
Business Address		
Principal Contact Person		
Telephone Number	Fax Number	Email
General Description and Technical Capabilities		

**Field of Specialization and Type of Services**

Field	Service Provided	Experience (No. of Years)

**Company Officers and Key Personnel**

Name	Position	Education	Expertise	Years with Firm	Age

**Current Number of Personnel**

Position	Number		
	Full time	Part time	Total

Awards, Certifications, Relevant Distinctions		
Name	Given By	Date

Signature: \_\_\_\_\_  
 Name and Title of Authorized Signatory: \_\_\_\_\_  
 Name of Consultant/Company: \_\_\_\_\_

**CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF**

Proposed Team:		<i>Please check:</i>			
<input type="checkbox"/>		<input type="checkbox"/>			
Key Personnel		Staff			
Name of Position:					
<b>Personal Information</b>					
Name of Staff					
Address		Contact No.	Email Address		
Date of Birth		Citizenship	Civil Status		
<b>Work Experience</b> <i>(start from the current employment)</i>					
Company Name	Inclusive Dates		Total	Position Title	Actual Duties and Responsibilities
	From	To	<i>(Years, Months)</i>		

**Current Workload** *(include workload or projects from other companies, if any)*

Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

**Relevant Training** *(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

**Note:**

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

1. Diploma
2. Certificate of Employment
3. Professional Certifications and/or Licenses

**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: \_\_\_\_\_