

PHILIPPINE BIDDING DOCUMENTS



REPUBLIC OF THE PHILIPPINES
BANGSAMORO PLANNING AND DEVELOPMENT AUTHORITY
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
COTABATO CITY, BARMM



**Consulting Services for the Conduct of Feasibility Study and
Master Plan of the Proposed BARMM International Airport
Development Project**

**PUBLIC BIDDING NO.:
PB-IB-2024-03-03**

PART I

**Fifth Edition
August 2016**

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

Notes on Request for Expression of Interest

The Request for Expression of Interest provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Request for Expression of Interest shall be:

- (a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, seven (7) calendar days starting on the date of advertisement; and
- (b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.
- (c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.1(c) of the IRR of R.A. 9184;

Apart from the essential items listed in the Bidding Documents, the Request for Expression of Interest should also indicate the following:

- (a) The date of availability of the Bidding Documents, the place where it may be secured and the deadline for submission of the Expression of Interest (EOI) together with the application for eligibility;
- (b) The set of criteria and rating system for short listing of prospective bidders to be used for the particular contract to be Bid, which shall consider the following, among others:
 - (i) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences 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;
 - (ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
 - (iii) Current workload relative to capacity;
- (c) The number of consultants to be short listed and the procedure to be used in the evaluation of Bids of short-listed consultants, *i.e.*, QBE or QCBE; and if QCBE, the weights to be allocated for Technical and Financial Proposals.



REPUBLIC OF THE PHILIPPINES
BANGSAMORO PLANNING AND DEVELOPMENT AUTHORITY
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
COTABATO CITY, BARMM



REQUEST FOR THE EXPRESSION OF INTEREST

1. The Bangsamoro Planning and Development Authority (BPDA-BARMM), through the **General Appropriations Act of the Bangsamoro FY 2024**, intends to apply the sum of **Twenty-Four Million Nine Hundred Eighty-Eight Thousand Three Hundred Twenty Pesos (PHP24,988,320.00)**, being the Approved Budget (ABC) to payments under the contract for Consulting Services for the Conduct of Feasibility Study and Master Plan of the Proposed BARMM International Airport Development Project (**Contract No. PB-IB-2024-03-03**). Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The BPDA-BARMM now calls for the submission Expression of Interest (EOI) and eligibility requirements for the above Consultancy Services. Eligibility documents of interested Consultants must be duly received by the BPDA-BARMM Special Bids and Awards Committee (BPDA-SBAC) Secretariat on or before **May 13, 2024 9:00 A.M.** at the following address:

MR. DATUALI U. IBRAHIM
Head SBAC Secretariat
Bangsamoro Planning and Development Authority
Bangsamoro Government Center, Cotabato City
Telephone Nos. 557-2795
<https://bpda.bangsamoro.gov.ph/>
3. Interested Consultants may obtain further information from **BPDA-SBAC** and acquire a complete set of Proposal Documents at the address given above from **Mondays to Fridays, 8:00 A.M. to 5:00 P.M., May 6, 2024** upon payment of the applicable fee for the Proposal Documents in the amount of **Php25,000.00**. The Bidding/Proposal Documents may also be downloaded free of charge from the Philippine Government Electronic Procurement System (PhilGEPS), provided that Consultants shall pay the applicable fee for the Bidding/Proposal Documents not later than the submission of their proposals.
4. A Pre-Proposal/Pre-Bid Conference will be held on **May 20, 2024 10:30 A.M.** at the **BPDA Meeting Room 2, Bangsamoro Government Center, Cotabato City**. Representative/s should bring a letter addressed to the BPDA-SBAC Chairperson certifying that the representative/s has/have authority to speak for and in behalf of the Consultant.

5. The BPDA-SBAC 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 three (3) to six (6) prospective bidders who will be entitled to submit bids. The criteria and rating system for shortlisting are:

Criteria/Particulars	Firm
I. Experience and Capability of the Firm	50 points
a. Years in Consulting Services b. Related Experience/Previous Engagements i. Similar Experience ii. Relevant Experience	
II. Qualification of Personnel who may be assigned to the Study*	30 points
a. Education b. Relevant Training c. Related Experience	
III. Financial/Job Capacity**	20 points
Grand Total	100 points

Note: The Firm must get a total of at least 70 points from the above criteria to be shortlisted. Breakdown and evaluation parameters are presented below

* Non-organic personnel may be nominated for the purpose of eligibility and shortlisting provided that he/she should submit a signed written commitment stating that he/she shall work for the Study once awarded the contract. The personnel to be proposed/nominated under the technical proposal (of shortlisted consultants) may also be non-organic and may not be the same personnel nominated in the shortlisting. The Team Leader may only be nominated by one (1) firm.

$$\text{**Financial Capacity} = \frac{\text{Current Assets} - \text{Current Liabilities} - 2 \text{ months of all ongoing contracts}}{2 \text{ months of Reimbursable Expense}}$$

6. The selection process will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. This procurement activity is restricted to Consultants with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, subject to the conditions for eligibility provided in the IRR of RA 9184.
7. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBES)* procedure at a weight ratio of 80% for the Technical Proposal and 20% for the Financial Proposal. The criteria and rating system for the evaluation of proposals shall be provided in the Instructions to Proponents/Bidders.
8. The contract shall be completed within *Nine (9) months*.

9. The **BPDA-BARMM** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please contact the BPDA-SBAC Secretariat:

MR. DATUALI U. IBRAHIM

Head, SBAC Secretariat

Bangsamoro Planning and Development Authority

Bangsamoro Government Center, Cotabato City

Telephone Nos. 557-2795

<https://bpda.bangsamoro.gov.ph/>

May 6, 2024

Sgd.

ENGR. KADIL A. SULAIK JR., PME, MPA

Chairperson, BPDA-SBAC

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, sub-consultant, 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**. In case the deadline for submission of bids falls on a non-working day duly declared by the president, governor, or mayor or other government official authorized to make such declaration, the deadline shall be the next working day.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 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	<i>Not applicable.</i>
1.3	<i>No further instructions.</i>
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the last fifteen (15) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Copies of Certificate of project completion/acceptance of work from at least two (2) previous clients for the last 15 years.
4.2	Each prospective proponent/bidder shall submit one (1) original and four (4) copies of eligibility documents which are properly tabbed and labeled.
4.3(e)	Bangsamoro Planning and Development Authority Special Bids and Awards Committee (BPDA-SBAC) Bangsamoro Government Center, Cotabato City Telephone Nos. 557-2795
4.3(f)	Consulting Services for the Conduct of Feasibility Study and Master Plan of the Proposed BARMM International Airport Development Project
5.0	The address for submission of eligibility documents is: ENGR. KADIL A. SULAIK JR., PME, MPA Chairperson, BPDA-SBAC Bangsamoro Planning and Development Authority Bangsamoro Government Center, Cotabato City Telephone Nos. 557-2795 The deadline for submission of eligibility documents is on May 13, 2024 9:00 A.M.
8.0	The place of opening of eligibility documents is: BPDA-BARMM, Meeting room 2 Bangsamoro Government Center, Cotabato City The date and time of opening of eligibility documents is on May 13, 2024 10:30 A.M.
9.1	Refer to the Terms of Reference (TOR).

9.2	<p>Shortlisting will be based on applicable experience of the firm, qualifications of key personnel who may be assigned to the job, and job capacity. Job capacity will be measured in terms of financial capacity using the following formula:</p> $FC = \frac{\text{Current Assets} - \text{Current Liabilities} - 2 \text{ months of all ongoing contracts}}{2 \text{ months of Reimbursable Expense}}$ <p>The minimum score required to be shortlisted is 70 points/100 points.</p>
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ELIGIBILITY DOCUMENT 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 procurement/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

FORM A. STATEMENT OF COMPLETED CONTRACTS

Statement of Completed Contracts

This is to certify that _____ has the following completed contracts for the period CY _____.

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-Contractor, Partner in a JV, etc.)	Amount of Contract	Contract Duration	Proof/Certificate of Satisfactory Completion or Equivalent Document Issued by at Least Two (2) Clients (Separate Sheet)
			Note: Include description of the activities conducted /undertaken by the consultant.		Note: Include month/s and year/s for studies	

Name and Signature of Authorized Representative

Date

Instructions:

- a) Cut-off date: The day before the deadline of submission of eligibility documents.
- b) State completed contracts for the last twenty (20) years. Contracts that are similar/relevant to the project being procured/bid in terms of nature and amount shall be prioritized in inclusion in the list.

**FORM B. STATEMENT OF ONGOING AND AWARDED BUT NOT YET STARTED
CONTRACTS**

Statement of Ongoing and Awarded But Not Yet Started Contracts

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-Contractor, Partner in a JV, etc.)	Amount of Contract	Contract Duration	Remarks
			Note: Include description of the activities conducted /undertaken by the consultant.		Note: Include month/s and year/s for studies	

Name and Signature of Authorized Representative

Date

Instructions:

- a) 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 called for procurement/bidding) as of the day before the deadline of submission of eligibility documents.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

FORM C. FORMAT OF CURRICULUM VITAE (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____

Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project (in months and years with detailed description/discussion on the nature and scope of work). Describe the degree of responsibility held by the staff member on relevant previous projects and give dates and locations.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained.]

Employment Record:

[Starting with the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last twenty-five years (in man-months), also indicate role played and types of activities performed and client references, where appropriate. Failure to indicate details of role and duration shall merit zero points.]

Trainings Attended:

[Summarize trainings/seminars attended as participant indicating topic and specific duration (in hours/days). Failure to indicate details shall merit zero points.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] *Day/Month/Year*

Full name of staff member: _____

Full name of authorized representative: _____

Section VI. Terms of Reference

TERMS OF REFERENCE

Consultancy Services for the Conduct of Feasibility Study and Master Plan of the Proposed BARMM International Airport Development Project

1. Background

1.1. Contracting Authority

The Contracting Authority (CA) shall be Bangsamoro Planning and Development Authority of the Bangsamoro Autonomous Region in Muslim Mindanao (BPDA-BARMM), through the General Appropriations Act of the Bangsamoro (GAAB) FY 2024 financing facility

The BPDA Office will be the head of the oversight committee. The Ministry of Transportation and Communication (MOTC) is the Implementing Office (IO) and will have overall responsibility in project coordination and implementation.

1.2 Forward

BPDA-BARMM has prepared these Terms of Reference (TOR) for the sole use by prospective Firms in preparing their proposals to for the preparation of the *Feasibility Study and Master Plan and Environmental Impact Assessment for BARMM International Airport Development Project*.

This information is provided to assist interested Firms in the preparation of their proposals. The BPDA-BARMM does not guarantee the accuracy and completeness of the information contained in the TOR or its attachments, if any. In all cases, interested parties should conduct their own due diligence, investigations, analysis and projections for the proposed project.

By accepting this TOR, the recipient acknowledges and agrees to the following:

- The recipient will not reproduce this TOR to any person other than a limited number of the recipient's employees or representatives who have a clear need to know such information;
- The information as provided herein shall not be used by the recipient or any of its employee or representative in any manner, in whole or in part, other than in connection with its evaluation of the works for the purpose of considering the provision of services proposed herein; and

- Any proposed action by the recipient which are inconsistent in any way with the foregoing agreements shall require written consent of the BPDA-BARMM.

While the BPDA-BARMM is open to all applications from qualified parties, BPDA-BARMM reserves the right not to accept any proposals, to reject any or all proposals thereof, to waive formalities therein, or to accept such proposals as may be advantageous to BPDA-BARMM without thereby incurring any liability thereof.

1.3 Context

The Bangsamoro Autonomous Region in Muslim Mindanao comprises of six (6) provinces and three (3) component cities situated in Mindanao and its nearby islands. BARMM has emerged as the second-fastest growing economy among all regions in the Philippines, based on its Gross Regional Domestic Product (GRDP) growth rate from 2020-2022.

This continued growth in the region emphasizes the need of BARMM to further develop its infrastructures, such as the development of a new airport facility. As the regional center, Cotabato City remains as the priority location for this proposed development which will serve as the main gateway for the region.

BARMM was established through the Bangsamoro Organic Law (RA 11054) and one of its objectives is to transition the institutions and offices to BARMM. This includes the landside operations and ownership to BARMM through its Bangsamoro Airport Authority (BAA) under Ministry of Transportation and Communications (MOTC). The airside operations shall still be in the jurisdiction of the Civil Aviation Authority of the Philippines (CAAP) for the operations of the aerodrome of the country. Pursuant to the RA 11054, six airports were turnover to BAA namely Cotabato Airport, Sanga-Sanga Airport, Jolo Airport, Wao Airport, and Mapun Airport, to the BAA in January 2023¹.

To ensure the continuous economic growth and connectivity in the region, a new airport is needed to match the increasing demand for air travel, accommodate larger aircraft, and provide modern facilities that meet the evolving needs of passengers and airlines. Moreover, this new airport would not only alleviate congestion at existing airports but also stimulate economic development in the surrounding areas through job creation, increased tourism, and enhanced trade opportunities. Additionally, with advanced infrastructure and efficient operations, the new airport can attract more airlines and routes, further enhancing connectivity with domestic and international destinations.

There are several proposed locations of this new airport. One of which is in the Municipality of Sultan Mastura in the Province of Maguindanao del Norte. Despite being a 5th class municipality, its close location to Cotabato City makes it an ideal location for the proposed airport. Sultan Mastura is situated within the proximity of Cotabato City, approximately 15 kilometers north of the regional center. Sultan Mastura is bounded by the Municipality of Parang in the north, Sultan Kudarat on the east, Cotabato City on the south and the Moro Gulf on its west.

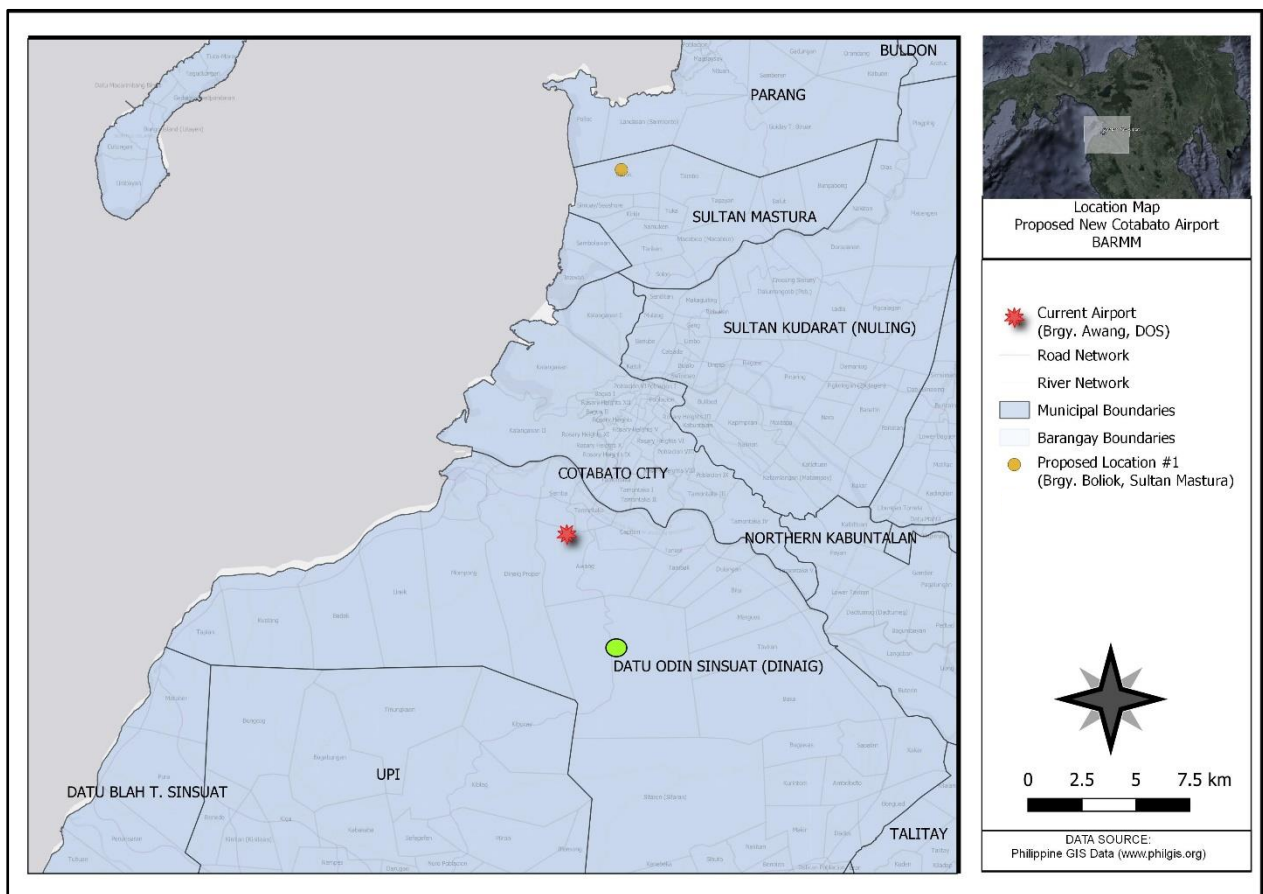
¹ CAAP Officially Hands Over Control of Six Airports to BARMM (MOTC-BARMM, 2023)

The municipality is also the location of Cotabato’s current main airport, situated in Brgy. Awang. Despite its operational status, the condition of the airport requires new development. The study aims to determine the feasibility and the optimum development for a new airport to serve the province in conformity with the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARP).

The conduct of the study for the proposed new airport will further determine the technical, economic and financial viability and social acceptability of developing an airport in the province.

The term “Consultant” shall refer to the firm providing such consulting services for the purpose of this Terms of Reference (TOR).

Figure 1 Map of the Proposed BARMM International Airport



2. OBJECTIVES AND EXPECTED OUTPUTS

2.1 Overall Objectives of the Project Study

The Consultant should provide the BPDA-BARMM all the required inputs, updated and comprehensive, relative to the medium and long-term development for the proposed BARMM International Airport to include, but not limited to, technical, economic, and financial viabilities

of the project components. Objectives are as follows:

- i. To conduct a traffic forecast and formulate an optimum development plan for a new airport within the regional center of BARMM, Cotabato City;
- ii. To conduct site selection study that meets the requirements of the medium & long-term master plan and recommend the most feasible site for the new airport. This shall be evaluated and decided by the Technical Working Group;
- iii. To formulate a strategy for phased-development to carry-out implementation of the new airport;
- iv. To prepare a business plan including potential and/or projected aeronautical and non-aeronautical revenues as well as other source of revenue;
- v. To assess possible financing options to cover the cost of the implementation of the project;
- vi. To conduct an Environmental Impact Assessment (EIA) for the one (1) proposed location; and
- vii. To conduct a geotechnical survey and assessment for the one (1) proposed location of the project.

2.2 Expected Outputs of the Study

By the end of the contract period under this TOR, the Consulting Firm is expected to deliver the following:

- A complete airport feasibility study and master plan which shall include, among others, the technical requirements, investment costs, economic and financial viability, and project implementation;
- Environmental Impact Assessment study which shall include social and environmental acceptability and possible institutional arrangements, that will be used for the application; and
- A Geotechnical Survey and Assessment on one proposed site which is contingent on the condition that the initial airport technical requirements and assessment are viable.

3. SCOPE OF WORK

In the fulfilment of the objectives stated in the Section II of this TOR, the Consultant shall be responsible for the performance of the following:

3.1 Proposed Airport Site

3.1.1 Data Gathering and Collection

All relevant reports, plans, studies, and other documents shall be collected and analyzed. Data to be reviewed shall include, among others, the following: the natural conditions, the socio-economic information, air traffic statistics, relevant organization, and regulations, etc. related to the development of BARMM International Airport.

3.1.1.1 Review and Evaluation of Existing Airport

Data Gathering and Collection

Gather all necessary data, documents and other relevant information needed for the conduct of the study, which should also include analysis and interpretation, findings, conclusions and recommendations.

Review and Evaluation

Review the existing Cotabato airport considering future passenger demand vis-a-vis the present capacity and facilities at hand and evaluate the possibilities for redirection of potential passengers to the BARMM International Airport.

3.1.1.2 Site Selection

Carry-out site selection, evaluation and determination within the study area the most feasible site for the new airport. The following factors shall be incorporated in the selection process: airspace, runway orientation, wind direction, airport access, environmental impact, economic and social considerations. The final identified site should be evaluated mainly on ensuring safety of aircraft operations, avoiding or minimizing inconveniences to surrounding communities but without limiting growth and/or efficiency of the airport.

3.1.1.3 Identified Site

Perform at the proposed site the following:

Travel Demand and Market Analysis

Formulate demand forecast for passenger, cargo and aircraft movements based on historical data, current socio-economic data of the province, region, and country. Analyze its impact to other modes of transportation and prepare air travel demand forecast on at least a 20-year planning period, subject to the concurrence of the Technical Working Group.

Key Informant Interviews (KIIs)

Conduct KIIs with regulators (CAAP/BAA), commercial airlines, travel/tourism agencies, and airport operators for future route and demand analysis.

Passenger Interview Survey

Conduct/Utilize passenger interview survey to gather necessary information on their trip’s origin and final destination, as well as other relevant information in order to conclude passenger’s behavior/characteristics and determine their elasticity to certain transport conditions. Passenger expectations, satisfaction and experience shall also be included in the interview survey to aid in the development of the airport.

Survey shall be conducted, including but not limited in Cotabato Airport and Sea Port, and other BARMM areas, to describe traffic for market/demand analysis.

Aeronautical Survey

Conduct aeronautical survey to gather information on the about airport features, obstacle, terrain, obstruction, and navigational aids. It may also include information on the additional volume of air traffic due to the airport operations.

3.1.2 Design Capacity Determination

Utilizing the information from the travel demand, market analysis, and passenger interview survey, the Consultant shall determine the following:

- Runway length, width, and design to accommodate various types of aircraft types. Assess the capacity of the airport considering the potential for future air travel demand;
- Capacity of the passenger terminal including passenger facilities, security, baggage handling, and other essential services;
- Size of the cargo warehouse based on the potential market on air freight
- Number of apron/ramps with the consideration of future expansion
- Overall area required for the airport

3.2 Master Plan

The Consultant shall prepare the medium and long-term master development plan indicating various airport facility requirements that will support the air travel demand of the area at various levels of development scenarios in accordance with the ICAO Standards and Recommended Practices.

The Master Plan shall also consider the airport main structures, support facilities, and other infrastructure including but not limited to the following:

Main Structures	Support Facilities
Runway	Access Roads
Taxiway	Transport Terminal
Tower	Commercial Area
Terminal	Sewerage System

Ramp, Apron, Stands	Storm Drainage System
Helipad	Lightings
Fire Station	Airconditioning System
Hangar	Fire Protection and Fire Prevention System
Maintenance	Water Supply System
Fuel Depot	Power Supply System
Freight / Cargo Warehouse	Security System
Parking	Public Address System and Communication

Right sizing of facilities shall be based on the travel demand and market forecast.

3.3 Feasibility Study

The Consultant shall prepare the feasibility study for the medium-term development plan indicating various airport facility requirements that will support the projected air travel demand of the area at various levels of development scenarios in accordance with the ICAO Standards and Recommended Practices.

The preparation feasibility study shall also consider the following:

- Aviation Safety and Compliance
- Environmental Sustainability Design
- Possible Collaboration and Partnerships

The Study shall include preliminary concepts, cost estimate, economic and financial analyses, implementation and disbursement schedules, and institutional/regulatory arrangement for implementation. The preparation feasibility study shall also include the following in the report:

- General Layout and Plans
- Possible Airport Connections
- Concept Design of Facilities
- CAPEX and OPEX by Phases
- Financial and Economic Models
 - Revenue from Airport Operations
 - Revenue from Retail and Other Services
- Viability Gap Financing (if necessary)
- Study Recommendations
 - Operational Efficiency
 - Technological Innovation in Airport Operations

- Staff Capacity Building and Competency
- Infrastructure Maintenance
- Future Expansion Plans and Development

3.4 Environmental Impact Assessment Study

The Consultant shall provide the necessary professional services to achieve the objectives of the preparation of Environmental Impact Assessment, which shall include among others, the following:

- The Consultant shall conduct environmental assessment particularly in the feasible area and recommended facilities to determine possible impacts as a consequence of the project implementation. The Consultant shall identify, predict and evaluate the probable, extent and the significance of the changes. The identification of possible occurrence of impacts should take consideration the impact throughout the entire phase of the project from Pre-Construction, Construction, Operation and Maintenance, and Abandonment.
- The Consultant shall screen the proposed project based on scale and type of project, location and sensitivity of the site and the nature and magnitude of the potential impacts and, finally to determine the depth of study required based on the Revised Guidelines for Coverage Screening and Standard Requirements of EMB Memorandum Circular 005 July 2014. The Consultant shall confirm the threshold of the project to the DENR-EMB and other related government agencies to determine the sensitivity of the area.
- The Consultant shall gather baseline information and verify the existing condition of the proposed project on the four (4) environmental components: The Land, The Water, The Air/Noise and The People within the Impact Area. The baseline information should describe most likely but not limited to the environmental settings of the following:
 - a) Physical Condition
 - b) Biological Condition
 - c) Socio-Cultural, Economic and Political Environment
 - d) Future Environmental Conditions with and Without the Project
- The Consultant shall formulate necessary mitigating measures and actions to address the impacts identified for the proposed project.
- A stand-alone Environmental Impact Statement (EIS) Report shall be secured by the Consultants for the BPDA-BARMM purpose of securing ECC. The Consultant shall observe and follow the Environmental Impact Assessment (EIA) Process as contained in the DAO 2003-30 Revised Procedural Manual to maintain consistency in the conduct of the EIA. The Consultant shall utilize a host of appropriate methodologies to be able to properly integrate the requirements of the EIS.

3.5 Institutional Study

The Consultant shall provide the necessary professional services to achieve the objectives of the preparation of Institutional Assessment, which shall include among others, the following:

- Review and assess relevant laws, issuances, rules and regulations, and other legal documents covering and affecting the airport operations and maintenance.
- Inform BPDA and the concerned LGUs of the legal aspects, including potential legal/institutional issues/risks, so as to prepare them for the financing, constructions, and, operations of the airport.
- Provide a detailed discussion on the possible PPP institutional/regulatory framework for the Project and develop options and make recommendations for the appropriate PPP modality, project structure and implementation strategy to carry out the Project through PPP.

3.6 Geotechnical Survey and Assessment

The Consultant shall undertake a geotechnical survey and assessment in order to ensure a rational, safe, and economic design for the proposed construction of the BARMM International Airport Development. The collected data will establish the stratigraphy and engineering attributes of the soils at the proposed location. This includes understanding the strength and deformation behaviors of soil layers, soil bearing capacity, groundwater levels, surface drainage conditions, and other relevant information. The effects of the presence of any expansive clays and solution cavities shall be considered in the design and their resulting cost implications. The results from this assessment will subsequently guide the selection of the suitable foundation strategy for the planned airport construction.

3.7 Study Reports

Submit officially study reports in compliance with the terms and conditions of the contract to be entered into by the BPDA-BARMM and the Consultant, with due regard to timeliness of submissions and completeness in form and substance.

4. TIMELINES AND DELIVERABLES

4.1 Commencement Date and Period of implementation

The Study shall be completed for a period of nine (9) months, or 270 calendar days, and shall commence seven (7) calendar days upon receipt of Notice to Proceed (NTP). The detailed work program/approach and methodology, organization and manning schedule, curriculum vitae of proposed personnel of the consulting firm shall form part of the technical proposal to be submitted to the Special Bids and Awards Committee (SBAC) for Consulting Services.

4.2 Table of Deliverables

A detailed Work and Financial Plan shall be submitted by the Consulting Firm to the CA for review, monitoring, and payment processing purposes within twenty-one (21) calendar days from the date of commencement as indicated in the Notice to Proceed (NTP).

The deliverables for the subject as enumerated below shall be submitted by the Consulting Firm as stated in the table below to the CA for review and payment processing. Hard and electronic/soft copies shall also be submitted to the CA as stipulated in this TOR.

Table 1 Schedule of Deliverables

A. Feasibility Study and Master Plan		
Deliverable	Timeline	Submission Documents
Inception Report	Twenty-one (21) calendar days from commencement of services as indicated in the NTP, which should contain, but not limited to, background information, project area profile, preliminary activities, review of previous studies (if any), approach and methodology, project organization and work plan	Five (5) hard copies and three (3) electronic copies
Progress Report	Sixty (60) calendar days from commencement of services as indicated in the NTP, which should include, among others, the site selection study report, mobilization update, technical and administrative issues, work program	Five (5) hard copies and three (3) electronic copies
Master Plan Report	One hundred twenty (120) calendar days from commencement of services as indicated in the NTP, which should identify the strategic development plan of the new airport. It shall also include preliminary cost estimate and implementation schedule	Five (5) hard copies and three (3) electronic copies
Draft Final Report	One hundred sixty (160) calendar days from commencement of services as indicated in the NTP. The report shall include the Master Plan Report, incorporating comments and agreements, together with the economic and financial analysis, a summary of the environmental study and institutional study	Five (5) hard copies and three (3) electronic copies
Final Report	One hundred eighty (180) calendar days from commencement of services as indicated in the NTP, incorporating comments and agreements reached based on the review of the Draft Final Report	Ten (10) hard copies and three (3) electronic copies
B. Environmental Impact Assessment Study		
Deliverable	Timeline	Submission Documents
Project Description Report for the Scoping	Five (5) working days after identified the feasible area and facilities	Five (5) hard copies and three (3) electronic copies
Scoping and Public Consultation Report	Seven (7) working days after the conduct of the consultations	Five (5) hard copies and three (3) electronic copies
Draft EIS Report	Sixty (60) calendar days after the Technical Scoping Meeting	Five (5) hard copies and three (3) electronic copies
Final EIS Report	Fifteen (15) days after the Draft EIS Report revision	Ten (10) hard copies and three (3) electronic copies

		(traceable format)
C. Geotechnical Survey and Assessment		
Geotechnical Report	Two hundred ten (210) calendar days from commencement of services as indicated in the NTP	Five (5) hard copies and three (3) electronic copies

All submitted outputs/reports/documents/photos/maps under this contract, including but not limited to, estimates, digital information, computer model and data, specifications, investigations, and studies completed or partially completed, and inspection logs shall be the property of the Contracting Authority upon completion of the contract or termination of the Agreement. Copyrights will be governed by existing laws, rules and regulations.

5. EXPERTISE REQUIREMENT AND QUALIFICATIONS

To carry out the activities for the consulting services, the Consultant should be able to field key professional personnel with adequate educational and technical background, experience and capability in the field of airport planning, engineering, economics, finance and management.

5.1 Master Plan and Feasibility Study

Position	Man – Months (M/M)
Professional Staff	
Project Manager/Airport Planner	6.0
Deputy Project Manager/Senior Civil Engineer	6.0
Senior Architect	2.0
Senior Nav aids Specialist	2.0
Senior Transport Planner	2.0
Senior Economist/Financial Analyst	2.0
Quantity Surveyor	2.0
sub-total	22.0
Support Staff	
CAD Operator	6.0
Computer Encoder	6.0
Messenger/Utility Worker	6.0
sub-total	18.0
TOTAL	32.0 M/M

5.2 Environmental Impact Assessment Study

Position	Man – Months (M/M)
Professional Staff	
EIA Team Leader/Environmental Planner	6.0

Position	Man – Months (M/M)
Environmental Engineer	3.0
Sociologist/Resettlement Specialist	4.0
Geologist	2.0
Marine Biologist	2.0
Oceanography Specialist	2.0
Meteorologist/Air & Noise Quality Specialist	3.0
Terrestrial Ecologist	2.0
Aquatic Resource Specialist	2.0
sub-total	26.0
Support Staff	
Junior Environmental Specialist	6.0
Junior Social Development Specialist	4.0
CAD Operator	2.0
Administrative Officer	6.0
sub-total	18.0
TOTAL	44.0 M/M

Key Experts

Proposing entities will determine the number and the nature of experts they will require to achieve the objectives of the contract, and the duration (in person months) of their inputs, in accordance with their proposed approach and methodology. However, the CA requires the following minimum key experts' positions as shown below:

Table 2 Requirements of Key Experts

Position	Requirements
Project Manager/Airport Planner	<ul style="list-style-type: none"> • Registered civil engineer or architect • Minimum 10 years of professional experience in planning and development of airports and other related projects • Minimum 10 years of professional experience as Project Manager/Team Leader for development studies of environmental infrastructure systems
Deputy Project Manager/Senior Engineer	<ul style="list-style-type: none"> • Registered civil engineer • Minimum 10 years of professional experience in planning and development of airports and other related projects
Senior Architect	<ul style="list-style-type: none"> • Registered architect • Minimum 10 years of professional experience architectural design for airport terminals and its facilities

Position	Requirements
Senior Navaid Specialist	<ul style="list-style-type: none"> • Registered electronic and communications engineer or electrical engineer • Minimum 5 years of professional experience in transport infrastructure project feasibility studies
Senior Transport Planner	<ul style="list-style-type: none"> • Registered civil engineer or related field expert • Minimum 5 years of professional experience in transport planning and development of airports including the conduct of institutional reform/studies in air transportation
Senior Economist/Financial Analyst	<ul style="list-style-type: none"> • Graduate of economics or related field • Minimum 5 years of professional experience in transport infrastructure project feasibility studies
Environmental Specialist/Planner	<ul style="list-style-type: none"> • Graduate of environmental science or related field experts • Minimum 10 years of professional experience including disaster reduction and climate change adaptation

Non-Key Experts

In addition to the above mandatory key experts, shortlisted firms are required to provide non-key experts to ensure all aspects of the work can be undertaken and all deliverables and reports prepared. All non-key experts will have adequate qualifications and experience in a relevant field with 3 years of experience in airport engineering, planning and/or development studies. These experts must be included and budgeted for in the financial proposal and consistent with the person-month allocation proposed by the firm.

Support Staff

The Consulting Firm may also hire, as it deems necessary and at its own expense, additional experts to ensure the quality and timely delivery of the scope of work of the consultancy service, and/or support staff to undertake administrative and/or logistical functions, as well as research work, technical writing and/or review and editing activities, among others, provided that the total contract cost does not exceed the approved budget for the contract.

6. SELECTION CRITERIA FOR SHORTLISTING

Prospective bidders shall follow the guidelines in the preparation of eligibility requirements as stipulated in Sections 24.1 and 24.2 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act (GPRA).

Participating consultancy firms shall be shortlisted based on the following:

- Experience² and capability of the Firm;
- Qualification of officers and/or key organic personnel who may be assigned to the undertaking, including non-organic personnel³; and
- Job capacity⁴.

Proposals/bids submitted by the shortlisted Consulting Firms shall be evaluated using the Quality-Cost Based Evaluation/Selection (QCBE/S) procedure under RA No. 9184/GPRA and its IRR at 80% for the Technical Proposal and 20% for the Financial Proposal.

7. INSTITUTIONAL SET-UP / RESPONSIBILITIES

7.1 Executing Office (EO) / BPDA

- Shall serve as the Procuring/Executing Entity (i.e., representative of the BARMM in the Contract Agreement with the Consulting Firm);
- Shall, through its Special Bids and Awards Committee (BPDA-SBAC), be responsible for facilitating the bidding and tendering of the consultancy services in compliance with RA 9184 and its IRR with the Implementing Agency as end-user;
- Shall be responsible for the disbursement of the fund once the contract becomes executed; and
- Shall provide all available data, studies, reports and other documents that can be used in the conduct of the study. It shall also provide assistance in the access to relevant offices and/or agencies and participate in the discussion/meetings/conferences/visits during the course of the study.

7.2 Implementing Office (IO) / MOTC

- Shall be the beneficiaries/end-users of the consultancy services;

² Similar experience refers to previous accomplishments/contracts with scope of works involving the formulation of a feasibility study and/or related studies/services pertaining to airport planning, engineering, infrastructure development, including social and environmental studies, disaster resiliency, inclusiveness, and sustainability management; while relevant experience refers to previous accomplishments/contracts with scope covering the formulation of development plans in other transportation infrastructure.

³ The Key Experts are required to indicate 1) their role in a specific project, 2) the exact duration that they have worked on the project, 3) a brief description of the tasks that they have carried out. In the case of a nominated consultant, he/she should submit a signed written commitment stating that he/she shall work for the Study once awarded the contract.

⁴ This will be based on the balance sheet/audited financial statement of the Firm. The difference of current assets and current liabilities, or net current assets, of the Firm should be able to support minimum two (2) months of operating expenses for the conduct of the Study. In case of winning bidder with zero rating as for financial capacity, the same will be required to put up an amount, whether in cash or irrevocable letter of credit, equivalent to two (2) months of operating expenses as will be defined under the contract.

- Shall be responsible for contract implementation and management, including ensuring the quality of output, the monitoring, and evaluation of the progress of the study and approval of reports to ensure delivery of outputs as specified in Sections 2, 3, and 4 of this TOR;
- Shall provide assistance in the coordination with other concerned offices/agencies/entities in the conduct of the study, such as securing the required permits(s) and data/information, among others;
- Shall provide reasonable technical assistance to personnel of the Consulting firm with respect to incidents related to the conduct of the study;
- Shall provide, upon the request of the Consulting Firm, available information/data and also if available, copies of previous related studies subject to the execution of the Confidentiality and Non-Disclosure Agreement (CNDA), if necessary;
- Shall evaluate all request for payments/billings and endorse to the EO upon determination of the acceptability/correctness of the same;
- Shall report to the EO the physical progress of the study on a monthly basis; and
- Shall adhere to the timeline and ensure that the deliverables are timely and effectively met;

7.3 The Consultancy Firm

- Shall be responsible for the conduct of the study and the timely delivery of quality results/outputs as indicated under Sections 2, 3, and 4 of this TOR;
- Shall be responsible for the provision, if necessary, an office space within close proximity to the Bangsamoro Government Center and the project site for their project staff as well as the Government's detailed personnel, including the necessary office equipment (i.e., computer, printers, office supplies, etc.) for the conduct of the study. All equipment procured for the development of the project shall be transferred to the EO by the end of the project;
- Shall shoulder all expenses required in the conduct of the study, including travel costs, travel insurance and lodging of detailed Government personnel during field visits, except for their salaries;
- Shall: (a) carry out the services with sound engineering theories and practices to ensure that the final works will provide the most economical and feasible development for the study; (b) accept full responsibility for the consulting services to be performed under this TOR for which the Consulting Firm is liable to the EO; (c) perform the work in an efficient and diligent manner and shall use its best effort to keep reimbursable costs down to the possible minimum without impairing the quality of services rendered; and (d) comply with, and strictly observe any laws regarding workmen's health and safety, workmen's welfare, compensation for injuries, minimum wage, hours of labor and other labor laws;

- Shall: (a) keep accurate and systematic records and accounts in respect of the services in such form and detail as is customary and sufficient to establish accurately that the costs and expenditures under this TOR have been duly incurred; and (b) permit the duly authorized representatives of the Government from time to time to inspect its records and accounts as well as to audit the same;
- Shall not assign nor sub-contract any part of the professional engineering services under this TOR to any person or firm, (except with the prior written consent of the EO). The approval by the Government to the assignment of any part of said services or to the engagement by the Consulting Firm of sub-contractors to perform any part of the same shall not relieve the Consulting Firm of any obligations under this TOR;
- During the term of the contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Subconsultant and any entity affiliated with such Subconsultant), shall be disqualified from providing goods, works, or consulting services for any project resulting from or closely related to the contract other than the services and any continuation thereof provided there is no current or future conflict;
- Shall not at any time communicate to any person or entity any information disclosed to them for the purpose of this services, nor shall the Consulting Firm make public any information as to the recommendations formulated in the course of or as a result of the services, except with prior consent of the CA;
- Shall agree that nothing contained herein shall be construed as establishing or creating between the Government and the Consulting Firm, the relationship of employer and employee or principal and agent, it is understood that the position of the Consulting Firm and anyone else performing the services is that of an independent contractor; and
- Shall hold the Government free from any and all liabilities, suits, actions, demands, or damages arising from death or injuries to persons or properties, or any loss resulting from or caused by said personnel incident to or in connection with the services under this TOR. The Consulting Firm shall agree to indemnify, protect and defend at its own expense the Government and its agents from and against all actions, claims and liabilities arising out of acts done by the Consulting Firm or its staff in the performance of the services, including the use of, or violation of any copyrighted materials, patented invention, article or appliance;

8. MODE OF PROCUREMENT AND APPROVED BUDGET FOR THE CONTRACT (ABC)

The Mode of Procurement for the project is through competitive public bidding pursuant to RA 9184 and its IRR.

The ABC for the proposed study is **Twenty-four Million Nine Hundred Eighty-eight Thousand Three Hundred twenty Pesos (PHP24,988,320.00)**, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs which shall be paid on a reimbursement basis (e.g., travel expenses, medical tests,

communication expenses, office supplies, office space, and other expenses deemed necessary for the project as certified by the Executing Office).

Note that this consulting contract shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to the Government.

All equipment, materials, etc., acquired for the study shall be turned over to the Contracting Authority at the conclusion of the study.

9. PAYMENT SCHEME SCHEDULE

Billing for non-reimbursable items, including professional fees, shall be in accordance with the following delivery schedule, upon recommendation and endorsement of the EO and IO, subject to the usual government accounting and auditing requirements.

Payment for the Consultant’s services shall be as follows:

Table 3 Payment Schedule

Advance Payment: Ten percent (10.0%) of the contract amount to cover the cost of mobilization upon submission of a written request with an irrevocable letter of credit issued by a reputable commercial bank and of an amount equal to the advance payment. The advance payment shall be repaid by the Consultant through deduction in progress payments such sum as agreed upon during contract negotiations until fully liquidated within the duration of the contract.		
Tranche	Airport Master Plan and Feasibility Study (Sub Total 50.0%)	Airport Environmental Impact Assessment Study (Sub Total 40.0%)
2	Seven and a half percent (7.5%) of the total contract amount upon submission and acceptance of the Inception Report	Six percent (6.0%) of the total contract amount upon submission and acceptance of the Project Description Report for the Scoping
3	Seven and a half percent (7.5%) of the total contract amount upon submission and acceptance of the Progress Report	Ten percent (10.0%) of the total contract amount upon submission and acceptance of the Scoping and Public Consultation Report
4	Twelve and a half (12.5%) of the total contract amount upon submission and acceptance of the Master Plan Report	Twelve percent (12.0%) of the total contract amount upon submission and acceptance of the Draft EIS Report
5	Ten percent (10.0%) of the total contract amount upon submission and acceptance of the Draft Final Report	Twelve percent (12.0%) of the total contract amount upon submission and acceptance of the Final EIS Report
6	Twelve and a half (12.5%) of the total contract amount upon submission and acceptance of the Final Report	<i>-Nothing Follows-</i>

All payments will be subject to the usual government accounting and auditing rules & regulations. The Consultant is expected to be familiar with the Government Accounting and

Auditing Manual (GAAM).

10. LIQUIDATED DAMAGES

If the Consultant fails to deliver any or all of the Services within the period(s) specified in this Contract, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages.

The Contracting Authority has the sole and exclusive right to determine and exercise when and how much liquidated damages shall be charged against the consultant/service provider. Such amount shall be deducted from any money due or which may become due the Service Provider under the contract and/or collect such liquidated damages from the retention money or other securities posted by the Service Provider whichever is convenient to the Contracting Authority.

11. CONFIDENTIALITY

Except with the prior written consent of the Procuring Entity, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated during, or because of, the Services. For purposes of this clause, “confidential information” means any information or knowledge acquired by the Consultant and/or its Personnel arising out of, or in connection with, the performance of the Services under this Contract that is not otherwise available to the public.

12. DISPUTE SETTLEMENT

In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in the City of Cotabato, BARMM.



**BANGSAMORO PLANNING AND DEVELOPMENT AUTHORITY
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
COTABATO CITY, BARM**



SPECIAL BIDS AND AWARDS COMMITTEE

CHECKLIST OF REQUIREMENTS FOR ELIGIBILITY AND SHORT LISTING FOR BIDDERS

PROJECT: Consulting Services for the Conduct of Feasibility Study and Master Plan of the Proposed BARMM International Airport Development Project

APPROVED BUDGET FOR THE CONTRACT: PHP24,988,320.00

CONTRACT NUMBER: PB-IB-2024-03-03

NAME OF COMPANY: _____

ENVELOPE 1-TECHNICAL COMPONENTS

A. ELIGIBILITY REQUIREMENTS UNDER SECTION 23 OF IRR OF R.A 9184

Class "A" Documents Legal Documents	REMARKS	
	PASS	FAILED
i) Updated PhilGEPS Platinum Certificate of Registration; and / or combination of:		
ii) Valid SEC, DTI, or CDA Registration		
iii) Valid Mayor's / Business Permit		
iv) Valid Tax Clearance per EO 398 s. 2005		

Technical Documents

i. Eligibility Documents Submission Form		
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 last 3 years per. The statement shall include, for each contract, the following:		
<ul style="list-style-type: none"> • the name and location of the contract; • date of award of the contract; • type and brief description of consulting services; • consultant's role (whether main consultant, subcontractor, or partner in a JV) • amount of contract; • contract duration; and 		

<ul style="list-style-type: none"> • certificate of satisfactory completion 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, including their respective curriculum vitae		

Financial Documents

i) Audited financial statement stamped “received” by the BIR or its duly accredited and authorized institutions for the preceding calendar year, which should not be earlier than (2) years from bids submission		
ii) Computation of Net Financial Contracting Capacity (NFCC) or Credit Line Certificate. Amount: <u>Php</u>		

Class "B" Document

i) Valid joint venture agreement (JVA), if applicable		
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Date:

Time Started:

Time Ended:

