

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

### **1. Eligibility Criteria**

- .1.1. 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**.
- .1.2. 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**.
- .1.3. 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; **Note: Effective 01 May 2017, only PhilGEPS Platinum Membership will be accepted.**

#### 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

Og 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 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.



### III. Eligibility Data Sheet

Eligibility Documents	
.1.2.	<i>Comprehensive Technical Evaluation of the Existing Electrical Loads and System of the College of Arts and Sciences Buildings, Rizal Hall and Gusaling Andres Bonifacio</i>
.1.3.	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <b>five(5) years</b> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<b>Certificates of completion with good track record at least satisfactory performance. The statement shall be supported by notices of award, and/or notices to proceed issued by the owners.</b>
	Each prospective bidder shall submit one (1) original and two(2) copies of its eligibility documents.
(e)	The PROCURING ENTITY is University of the Philippines Manila.
(f)	<b>Consist of furnishing all labor, materials, supervision, equipment and other necessary incidentals required for the satisfactory completion of the subject project.</b>
	The address for submission of bids is:  <b>Internal Audit Office, UP Manila 8/F, Philippine General Hospital Taft Avenue, Manila</b>
	The deadline for submission of bids is <b>1:00 PM 20 June 2017</b>
	The place of bid opening is:  <b>Social Hall, UP Manila 8/F, Philippine General Hospital Taft Avenue, Manila</b>
	The date and time of opening of eligibility documents is <b>1:30 PM 20 June 2017</b>
	No further instructions.

Applicable experience of Consultants	30%
Qualification of personnel to be assigned to the job (education, work experience, number of years in firm, etc.)	50%
Current workload relative to capacity	20%



CAMPUS PLANNING, DEVELOPMENT & MAINTENANCE OFFICE  
**UNIVERSITY OF THE PHILIPPINES MANILA**

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RE. No. : **WD214NPG08042016**

PROJECT TITLE : **COMPREHENSIVE EVALUATION OF EXISTING ELECTRICAL LOAD AND SYSTEM, Rizal Hall and Gusaling Andres Bonifacio Building**  
College of Arts and Sciences  
University of the Philippines, Manila

SUBJECT : **GENERAL SCOPE OF WORKS**

Division 1 - General

**01000 General Requirements**

1. The Consultant work covered by this items shall consist of furnishing all labor, materials, supervision, equipment and other necessary incidentals required for the satisfactory completion of the subject project.
2. All Consultant submitting proposal for this project shall first examine the site. All proposals shall take into consideration all such conditions that may affect the work under this contract.
3. The Consultant shall coordinate his work with all parties to ensure proper phasing or schedule of works. The Contractor/Consultant Professional Electrical Engineer or Registered Engineer shall remain at all times in the work site.
4. A logbook shall be available at the site. It shall contain the daily activities in the site, including weather condition, delivery, manpower and other matter pertaining to the condition of the project. It will also serve as data for Consultant and the Project Inspector.
5. Identification Card of construction workers and engineer/representative shall be supplied by CPDMO with corresponding fees; it should be worn at all times while inside the building/campus premises. Those without IDs shall not be allowed to enter the premises for security purposes.
6. No alteration or additional work that will result in an additive or deductive cost change from the Contract shall be allowed without the approval of the Chancellor.
7. Regular coordination meeting shall be conducted with CPDMO, Consultant and End-user for proper project monitoring.
8. Existing condition of the work site shall be documented by the contractor and photos shall be taken before commence of work to ensure such status. Any damage on the areas due to the contractors on going work shall be refurbished at his expense.
9. Prospective Consultant qualification must be in accordance with the RA7920 Sec. 35 *Practice Not Allowed for Firms and Corporations* – The practice of electrical engineering is a professional service admission to which is based on individual and personal

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OVCA, UP Manila  
18 MAY 2017



is a professional service admission to which is based on individual and personal qualifications. Hence, no firm or corporations may be registered or licensed as such for the practice of electrical engineering.

However, persons properly qualified and licensed as professional electrical engineers may, among themselves, form a partnership or association and collectively render electrical engineering service. Individual members of such partnerships or associations shall be responsible for their own respective acts.

#### **02200 Site Preparation**

##### *Mobilization / Demobilization*

- This work includes mobilization process, provision for warning signs, including barricades, temporary facilities, temporary fences, warning lights and similar safeguards shall be provided by the Contractor/Consultant as they are required for protection of his manpower and others during the construction life of this project.
- Demobilization procedure shall include clearing of the affected areas from all rubbish, trash, debris, and all superfluous building materials and restore all areas that were damaged as affected by the works and leave the site clean to the satisfaction of the Project Inspector or his representative and End-user.

#### **02230 Site Clearing**

- Clear the area from all obstructions or as affected due to the implementation of the works required.

#### **02290 Site Monitoring**

- Site monitoring shall be a must to the contractor/consultant for the effective implementation of the project. Any question on the actual site conditions shall be properly coordinated with the Project Architect/Engineer concerned for verification.
- Regular coordination meeting shall be done between the Contractor/Consultant or its representative and the Project Architect/Engineer concerned at CPDMO.

### **Division 16 - Electrical**

#### *Workmanship and Materials*

- All works shall be done in accordance with the requirements of the latest edition of the Philippine Electrical Code and National Safety Code. Nothing contained in these specifications or shown on the plan shall conflict with the requirements of these Codes, any discrepancies should be consulted to the Project Inspector / Electrical Engineer.

#### **16050 Electrical Works and Methods**

##### **Scope of Works**

Comprehensive Technical Evaluation of the Existing Electrical Loads and System of College of Arts and Sciences Buildings, Rizal Hall and Gusaling Andres Bonifacio.

- The work covered by this item shall consist of furnishing of all labor and materials, supervision equipment and other necessary incidentals required for the aboved projects.

- The ELECTRICAL CONSULTANT services to be rendered for the College of Arts and Sciences Buildings shall include the following but not limited to the items of works:
  - a. Gathering and validation of pertinent data and information on the existing electrical loads and systems
  - b. Analysis of existing load connections and configuration
  - c. Review of the existing electrical wiring design and schedule of loads.
- Load and Power Quality Audit on College of Arts and Sciences Buildings connected to the existing switchgear using the following equipment:
  - d. Monitoring using Data Loggers
  - e. Power Quality Equipment
  - f. Test Instruments
  - g. Insulation Testing
- Perform Power Quality Analysis and Monitoring of the ff:
  - h. Root Mean Square (RMS) values of AC Current
  - i. Root Mean Square (RMS) values of AC Voltage
  - j. Harmonic measurements
  - k. Power Factor
  - l. Active, Reactive and Apparent Power
  - m. Frequency measurement
- Load Balancing of existing electrical load of College of Arts and Sciences Buildings, Rizal Hall and Gusaling Andres Bonifacio from smallest panel boards, distribution panel up to Low Voltage Switchgear.
  - a. Tracing of power and lighting panel
  - b. Perform the following test:
    - c. Insulating Resistance Test for power cable. The test shall be conducted in the old and newly installed power cables with respect to ground and adjacent cables.
    - d. Contact Resistance test for power breakers.
    - e. Functional Test
- **Documentation Phase;**
  - a. Preparation of as-built plan drawings, load schedule, single line diagram, lighting and power and telecommunications plans
  - b. Submission of data records before and during balancing testing works
  - c. Tagging of switches, convenience outlets and enclosed circuit breakers (ECB) using tagging machines as per panel board directory label of the panel boards, distribution panels and Low Voltage Switchgear (LVSG)
- **Preventive Maintenance**
  - a. Re-tightening of bolts, cleaning (using vacuum) and calibration of existing distribution panel, panel boards and Low Voltage Switchgear
  - b. Clearing of obstruction and stored worn out machines and equipment located at the electrical rooms.
  - c. Provide covers on uncovered panel boards, distribution panel and low voltage switchgear.



- **Restoration Works**

Restoration works such as painting of panel boards, pipes, wire gutter, existing electrical rooms (color for approval) and provide warning signs/stickers on doors of electrical rooms.

- Submission of executive summary of Power Quality Audit in the College of Arts and Sciences Buildings, Rizal Hall and Gusaling Andres Bonifacio findings and recommendations.

**NOTE**

The foregoing list of item of works does not in anyway limit the responsibility of the Consultant to perform all other works necessary for the completion of the project.

**COMPLETION PERIOD**

The Contractor is given Seventy Five (75) **calendar days** to execute the required works and all system requirements.

**FEES AND EXPENSES**

The Electrical Consultant is expected to provide a fixed summary of tier fixed fees and expenses for providing consultancy services [the "Contract Price"]. The maximum cost of this service contract is for **PESOS: ONE MILLION [PhP1,000,000.00]**.

The University shall pay the Electrical Consultant based on the following payment schedule:

	PHASE	REQUIREMENTS	PORTION OF THE CONTRACT PRICE PER PHASE
<b>A</b>	Mobilization	Billing, submission and acceptance of all requirements	15% (PhP150,000.00)
<b>B</b>	I,II,III,IV and V	Billing and completion, submission and acceptance of all requirements (Monthly Progress Report, etc.). If the contract duration is modified, the remaining balance of the fees due to the Electrical Consultant shall be adjusted accordingly.	75% (PhP750,000.00)
<b>C</b>	VI,VII and VIII	Billing and completion, submission and acceptance of all requirements (Final Project Report, turn-over of all documents, etc.).	10% (PhP100,000.00)

**CRITERIA FOR EVALUATION OF TECHNICAL PROPOSAL**

### CRITERIA FOR EVALUATION OF TECHNICAL PROPOSAL

	ITEM	WEIGHT	RATING
1.	EXPERIENCE IN THE FIELD (MIN. 10 YEARS) The Electrical Consultant must have min of 10 years experience in the industry 10 - 15 Years - 5 pts (15%) 15 years and above - 10 pts (30%)	30.00 %	40.00 %
2.	LIST OF CREDIBLE PERSONNEL A complete team shall be composed of the following: Professional Electrical Engineer, Registered Electrical Engineers and Electrical Technicians Incomplete - 5 pts (20%) Complete - 10 pts (50%)	50.00 %	30.00 %
3.	LIST OF SIMILAR/COMPARABLE PROJECTS (minimum - PhP 1M) As to cost Php.5M - 2M = 5pts (5%) Php2.1M - above = 10 pts (10%)	20.00 %	30.00 %
TOTAL		100.00%	100.00%
MINIMUM SCORE REQUIRED			
75%			

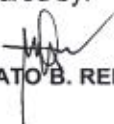
### CRITERIA FOR RANKING (QUALITY-COST BASED EVALUATION)

EVALUATION OF TECHNICAL PROPOSAL (80%)					30.00
	ITEM	RANGE	SCORE	WEIGHT	RATING
1.	EXPERIENCE IN THE FIELD				
a.	Min. of 10 yrs. In the industry (As per PRC License No.)	5 - 9 yrs = 5 pts (5%) 10 yrs. Above = 10 pts (10%)		15%	0.00
b.	Member of Institute of Integrated Electrical Engineers	5 pts (5%)			
2.	KEY PERSONNEL				
a.	Professional Electrical Engr.	10 pts (15%)			
b.	Registered Electrical Engineer	10 pts (5%)		30%	0.00
c.	Electricians (at least 2)	1-2 staff = 5 pts (5%) 3-5 staff = 10 pts (10%)			
4.	LIST OF SIMILAR/COMPARABLE PROJECTS (with photos)	As to Cost Php.5M - 2M = 5pts (5%) Php2.1M - above = 10pts (10%)		20.00%	0.00




	a. The ability of the consultant to gather and validate of pertinent data and information on the existing electrical loads and systems.	Best – 15 pts (15%)			
	b. Analysis of existing load connections and configuration	Better – 10 pts (10%)			
	c. Review of the existing electrical wiring design and schedule of loads.	Good – 5 pts (5%)			
	SUB-TOTAL				
EVALUATION OF FINANCIAL PROPOSAL (20%)					30.00
	ITEM	FORMULA	SCORE	WEIGHT	RATING
	BID AMOUNT	Score = $\frac{100 \times \text{Bid under evaluation}}{\text{Lowest bid}}$		20%	0.00
	SUB-TOTAL				


Prepared by:

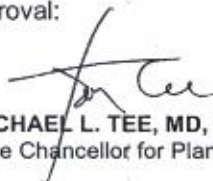
  
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 18 MAY 2017