



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila

097.13 DPWH
07.06.2022

JUN 28 2022

DEPARTMENT ORDER)
)
No. 143)
Series of 2022)
4 7/6/2022

SUBJECT: Amending Department Order No. 05 Series of 2021 to Adopt New Guidelines, Criteria and Rating System for Shortlisting and Technical Evaluation of Bids for Locally-Funded Consulting Services Projects of the Department

To provide a more competitive and transparent process in the procurement of consulting services projects, the Department hereby adopts a new and comprehensive guidelines, criteria, and rating system for shortlisting and technical evaluation of bids for locally-funded consulting services projects amending Department Order No. 05 series of 2021. The Bids and Awards Committee (BAC) for Consulting Services, Technical Working Group (TWG), BAC Secretariat and all other concerned offices of this Department shall use the revised criteria and rating system for shortlisting and technical evaluation of bids attached hereto which are in accordance with the provisions of Section 24.5.3 and Section 33.2.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 9184 respectively.

The Procurement Service (PrS) is hereby authorized to issue updates, as needed, and republish said updates with notification through Memorandum only.

This Order shall take effect immediately and shall supersede other issuances inconsistent herewith.

ROGER G. MERCADO
Acting Secretary

Attachment: **Annex A-** Criteria and Rating System for the Shortlisting of Eligible Bidders
Annex B- Criteria and Rating System for the Technical Evaluation of Bids of Shortlisted Bidders

12.1.2 MGNO/MVSG

Department of Public Works and Highways
Office of the Secretary



WIN2AB00083

Amending Department Order No. 05 series of 2021 to Adopt New Guidelines, Criteria and Rating System for Shortlisting and Technical Evaluation of Bids for Locally-Funded Consulting Services Projects of the Department

I. Shortlisting of Eligible Bidders

1. The Implementing Unit (IU) shall prepare the **Criteria for Shortlisting of Eligible Bidders (Annex A- Detailed Criteria and Rating System for the Shortlisting of Eligible Bidders)** along with the other documents required during the Pre-Procurement Conference (PPC) or before the advertisement of the consulting services project. This must be submitted to the Bids and Awards Committee (BAC) for Consulting Services Secretariat or Procurement Engineer for review.
2. Prior to the opening of eligibility documents submitted by the prospective bidders, the BAC shall deliberate the Criteria for Shortlisting (Annex A) to be signed/approved by the BAC Chairperson. The BAC and/or its TWG shall only commence their shortlisting evaluation once the Criteria has been deliberated and approved by the BAC Chairperson.
3. The following criteria and corresponding maximum points shall be used in the shortlisting of eligible bidders:

Shortlisting Criteria		Maximum Points
I	Experience of the Firm	60
II	Availability of Required Personnel of the Firm	10
III	Workload	30
	TOTAL	100

4. Passing score and number of shortlisted bidders will be determined by the BAC during the Pre-procurement Conference.

II. Technical Evaluation of Bids of Shortlisted Bidders and/or Pre-Selected Bidders

1. The IU shall prepare the **Criteria for the Technical Evaluation of Bids of Shortlisted Bidders (Annex B- Detailed Criteria and Rating System for the Technical Evaluation of Bids of Shortlisted Bidders)** along with Annex A and all other documents required during the PPC or before the advertisement of the consulting services project. This must be submitted to the BAC Secretariat or Procurement Engineer for review.
2. Prior to the opening of technical bids and/or eligibility documents in case of Alternative Mode of Procurement i.e. Two Failed Bidding, Small Value Procurement etc., submitted by the shortlisted and/or pre-selected bidders, the BAC shall deliberate the Criteria for Technical Evaluation of Bids (Annex B) to be signed/approved by the BAC Chairperson. The BAC and/or its TWG shall only commence their technical evaluation of bids once the Criteria has been deliberated and approved by the BAC Chairperson.

3. The following criteria and corresponding maximum points shall be used in the technical evaluation of bids of shortlisted and/or pre-selected bidders:

Criteria for the Technical Evaluation of Bids		Maximum Points	
		Without CONSPES	With CONSPES
I.a	Experience of the Firm	10	5
I.b	CONSPES		5
II	Qualifications of Key Personnel of the Firm	80	80
III	Methodology	10	10
	TOTAL	100	100

4. The minimum Technical score and weights for Technical Proposal and Financial Proposal (in case of Quality-Cost Based Evaluation) will be determined by the BAC for Consulting Services during the PPC.

Section 33.2.1.b (ii) of the 2016 Revised IRR of RA 9184 states that "*The financial and technical proposals shall be given corresponding weights with the financial proposal given a minimum weight of fifteen percent (15%) up to a maximum of forty percent (40%). The weight of the technical criteria shall be adjusted accordingly such that their total weight in percent together with the weight given to the financial proposal shall add to one hundred percent (100%)*". Normally, the weight for quality is 80% with 20% for the cost.

4.1 Alternative Mode of Procurement

Under Alternative Mode of Procurement, the minimum technical score will also be determined during the PPC. The mode of Procurement is the one indicated in the APP but in case there is a need to update the mode of procurement, the Implementing Unit shall recommend to be approved by the BAC for Consulting Services after which the APP will then be updated.



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RATIONALE

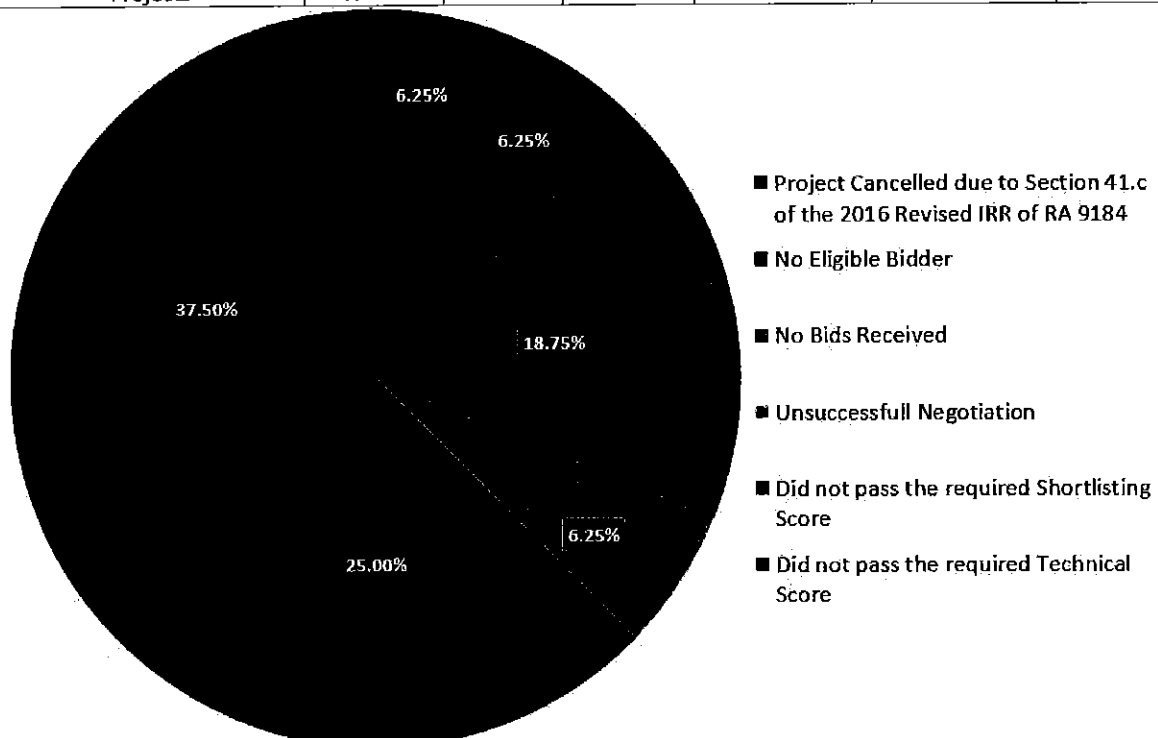
Consulting Services are services for infrastructure projects and other types of projects or activities of the government requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the Government to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies (IRR-A Section 5 [i]).

Due to the "Build, Build, Build" Program of the current administration, the demand for Consulting Services locally - funded or foreign – assisted has grown exponentially. However, challenges still exists especially in delivering the services in a timely and efficiently manner. Delays in the procurement process is one of the most common reasons.

Based on the monitoring and evaluation of consulting services project procured by Procurement Services-Central Office, provided herein is the table showing the Causes of Failure of Bidding for Consulting Services Contracts CY 2021-Present.

Table 1: Causes of Failure of Bidding for Consulting Services Contracts CY 2021-Present

	Project Cancelled	No Eligible Bidder	No Bids Received	Unsuccessful Negotiation	Did not pass the required Shortlisting Score	Did not pass the required Technical Score
Total No. of Failed Projects	1	1	3	1	4	6
Percentage of Failed Projects	6.25%	6.25%	18.75%	6.25%	25.00%	37.50%





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The frequency of "**Did not pass the required Technical Score**" is 6 out of 16 which is 37.50% of the total failure of bidding for Consulting Services Contracts for CY 2021-Present. Another cause is the "**Did not pass the required Shortlisting Score**" which has a frequency of 4 out of 6 or 25.00% of the total failure of bidding for Consulting Services.

Based on the result of the study it was found that the leading cause of the failure of bidding in Consulting Services is the bidder's failure to meet the minimum requirements of the former criteria set by Department Order No. 5 Series of 2021.

Thus, the Procurement Service is proposing the amendment of the said D.O. to address or minimize the above-stated situation.



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ANNEX A

DETAILED CRITERIA AND RATING SYSTEM FOR SHORTLISTING OF ELIGIBLE BIDDERS

I. EXPERIENCE OF THE FIRM (60 Points)

The score for this criterion shall be based on similar work experience on completed consulting assignments, local or overseas. Projects with the biggest consultancy cost shall be considered in the evaluation (maximum of 10 projects)

No. of Completed Contracts	Cost of Completed Contract as % of ABC	Rating
	50% or more	4
	40% to <50%	3
	30% to <40%	2
	<30%	1

$$\text{Score (I)} = \left[0.60 + \frac{4}{30} \times \left(\frac{\text{TS}}{10} - 1 \right) \right] \times 60$$

Where:

- TS**
- Total Score, number of similar experience of the firm, or any of its permanent technical personnel of the bidder
 - Number of Completed Contract multiplied to equivalent rating

Note:

1. *If the bidder or its permanent technical personnel has not completed any similar contract, it shall be disqualified.*
2. *The score for this criterion shall not exceed 60 points.*
3. *In case of association, whether in the form of Joint Venture (JV) or Sub-consulting, all experiences shall be considered.*
4. *The similar completed contract cost must be adjusted using the latest Philippine Statistics Authority Consumer Price Index as follows:*

$$\frac{\text{Contract Cost}_{\text{YEAR OF CONTRACT}}}{\text{CPI}_{\text{YEAR OF CONTRACT}}} = \frac{\text{Contract Cost}_{\text{CURRENT YEAR}}}{\text{CPI}_{\text{CURRENT YEAR}}}$$

5. *In the evaluation of the applicable experience of the bidders, the procuring entity shall observe the additional guidelines attached in Appendix 1 - Completed Similar Services to be considered and Appendix 2 - Completed Similar Infrastructure Projects to be considered.*

II. AVAILABILITY OF REQUIRED PERSONNEL OF THE FIRM (10 Points)

The score in this criterion shall be equivalent to the number of Permanent Technical Personnel of the bidders in comparison to the required Technical Personnel of the Terms of Reference (TOR), using the following criterion:

$$\text{Score II} = [0.60 + PF * 0.40]10$$

Where:

- PF** - Personnel Factor, Ratio of Number of Permanent Technical Personnel to the Number of Required personnel of the TOR
- $\frac{N_p}{N_T}$
- N_p** - Number of Permanent Technical Personnel of the bidders
- N_T** - Number of required Technical Personnel as indicated in the TOR

Note:

1. *Permanent Technical personnel refers to the regular employees of the bidders and do not have a predetermined end date of employment.*
2. *The value of the ratio (N_p/N_T) shall not exceed one (1). The maximum allowable points for this criterion shall not exceed ten (10) points.*
3. *In case of JV, the total number of permanent technical personnel shall be the sum of the permanent technical personnel of each firm comprising the JV.*

III. CURRENT WORKLOAD RELATIVE TO CAPACITY (30 Points)

A. ON-GOING PROJECTS (20 Points)

The score in this criterion shall be based on the on-going workload of the bidder. In case of associate, whether in the form of Joint Venture (JV) or Sub-consulting, the total workload shall be the sum of the present workload of each firm comprising the associate:

No. of On-Going Contracts, Government and Private	Rating
0	100%
1-5	90%
6-10	70%
>10	50%

$$\text{Score III} = (\% \text{Rating}) 20$$

Note:

Non-disclosure of on-going contracts shall be sanctioned in accordance to Section 69 of the Revised Implementing Rules and Regulations of Republic Act 9184.

B. FINANCIAL CAPACITY (10 Points)

The financial capacity of the firm shall be rated as follows:

$$\text{Financial Capacity} = \left[\frac{a}{b} \right]$$

Where:

- a** - Average of Total Net Worth within two (2) years
- b** - Cost of the Approved Budget for the Contract

$$\text{Score III} = (\text{Financial Capacity}) \times 10$$

Note:

1. *The value of the ratio of (a/b) shall not exceed to one (1).*
2. *For partners of Joint Venture Agreement (JVA), the Net Worth shall be equivalent to the Total Net Worth of both partners.*

The passing score and number of shortlisted firms shall be determined by the Bids and Awards Committee during Pre-Procurement Conference.

APPENDIX 1 - COMPLETED SIMILAR SERVICES TO BE CONSIDERED

Services to be Procured	Completed SIMILAR SERVICES to be Considered
Soil Boring Explorations	1. Geotechnical Investigation/Surveys 2. Soil Exploration/Investigation (Including Sub-surface Soil Exploration) 3. Preliminary Engineering Design (PED) if Soil Investigations are included therein 4. Feasibility Study (FS) if Soil Investigations are included therein 5. Detailed Engineering Design (DED) if Soil Investigations are included therein
Parcellary Surveys	1. Detailed Engineering Design (DED) if Parcellary Surveys are included therein 2. Preparation of Parcellary Plans 3. Geodetic Engineering Surveys if Parcellary Surveys are included therein
Topographic Surveys	1. Feasibility Study (FS) if Topographic Surveys are included therein 2. Detailed Engineering Design (DED) if Topographic Surveys are included therein 3. Preparation of Topographic Maps
Master Plan Preparation	1. Feasibility Studies 2. Urban Planning 3. Comprehensive Land Use
Business Case Study	1. Pre-Investment Studies 2. Feasibility Studies
Preliminary Engineering Design (PED)	1. Feasibility Studies with PED 2. Pre-Design Services which include but are not limited to reconnaissance, topographical and other engineering and land surveys, soil investigations, preparation of preliminary architectural/engineering designs, layouts, outline specifications, preliminary cost estimates and specific recommendations prior to actual design [Annex B of 2016 IRR of RA 9184] 3. Detailed Engineering Design (DED)
Structural Investigation, Analysis and/or Design	1. Detailed Engineering Design with Structural Investigation, Analysis and/or Design 2. Special Studies/Technical Assistance and/or Advisory Services involving Structural Investigation, Analysis and/or Design
Detailed Architectural and Engineering Design (DAED)	1. Detailed Engineering Design 2. Special Studies/Technical Assistance and/or Advisory Services involving Structural and/or Architectural Investigation, Analysis and/or Design
Retrofitting	1. Structural and/or Architectural Rehabilitation Works involving Investigation and Analysis

	2. Special Studies/Technical Assistance and/or Advisory Services involving Investigation, Analysis, Preservation, Restoration and/or Rehabilitation of Structural and/or Architectural Works
Quality Assurance	1. Construction Supervision

For other consulting services not indicated on the first column of the table above (**Services to be Procured**) the Implementing Unit (IU) shall adopt a list of similar consulting services to be considered on shortlisting, deemed as appropriate/necessary upon the approval of the Bids and Awards Committee (BAC).

APPENDIX 2 - COMPLETED SIMILAR INFRASTRUCTURE PROJECTS TO BE CONSIDERED

Infrastructure Projects in Consulting Services to be Procured	Completed SIMILAR INFRASTRUCTURE PROJECTS to be Considered
Roads	1. Highway 2. Expressways 3. Toll ways 4. Airport Runway/Taxiway/Apron 5. Underpass
Bridge	1. Flyover 2. Viaduct 3. Interchange 4. Wharf/Pier 5. Elevated Railway
Tunnel	1. Subway 2. Mining Tunnel 3. Subsurface aqueducts
River works	1. Revetment/River Walls 2. Dike, Spur Dike 3. Ground Sill 4. Floodway 5. Dams 6. Dredging
Urban Drainage	1. Pumping Stations 2. Floodgates 3. Sluiceways 4. Drainage System (Canals, Culverts, Pipes) 5. Irrigation Canals and Drainage
Coastal Protection	1. Seawall 2. Groins 3. Coastal Dikes
Dams	1. Dike, 2. Water Impounding 3. Sediment Control 4. Retarding Basin 5. Irrigation Dams 6. Hydroelectric Power Dams
Buildings	1. School 2. Hospital 3. Housing Projects 4. Commercial Buildings 5. Industrial Buildings 6. Warehouse
Sewerage and Septage	1. Water Supply and/or Sanitation Projects 2. Urban Drainage and Drainage System 3. Water Treatment Plants 4. Wastewater Facilities 5. Irrigation Projects

Towers	1. Transmission Towers 2. Telecommunication Towers (Cell Sites)
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For other infrastructure projects not indicated on the first column of the table above **(Infrastructure Projects in Consulting Services to be Procured)** the Implementing Unit (IU) shall adopt a list of similar infrastructure projects to be considered on shortlisting, deemed as appropriate/necessary upon the approval of the Bids and Awards Committee (BAC).



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ANNEX B

DETAILED CRITERIA AND RATING SYSTEM FOR THE TECHNICAL EVALUATION OF BIDS

I. EXPERIENCE OF THE FIRM (10 Points)

The score for this criterion shall be based on similar work experience on completed consulting assignments, local or overseas. Projects with the biggest consultancy cost shall be considered in the evaluation (maximum of 10 projects).

No. of Completed Contracts	Cost of Completed Contract as % of ABC	Rating
	50% or more	4
	40% to <50%	3
	30% to <40%	2
	<30%	1

$$\text{Score (I)} = \left[0.60 + \frac{4}{30} \times \left(\frac{\text{TS}}{10} - 1 \right) \right] \times 10$$

Where:

- TS**
- Total Score, number of similar experiences of the firm, or any of its permanent technical personnel of the bidder
 - Number of Completed Contract multiplied to equivalent rating

Note:

- 1. If the bidder or its permanent technical personnel has not completed any similar contract, it shall be disqualified.*
- 2. The score for this criterion shall not exceed 10 points.*
- 3. In case of association, whether in the form of Joint Venture (JV) or Sub-consulting, all experiences shall be considered.*
- 4. The similar completed contract cost must be adjusted using the latest Philippine Statistics Authority Consumer Price Index as follows:*

$$\frac{\text{Contract Cost}_{\text{YEAR OF CONTRACT}}}{\text{CPI}_{\text{YEAR OF CONTRACT}}} = \frac{\text{Contract Cost}_{\text{CURRENT YEAR}}}{\text{CPI}_{\text{CURRENT YEAR}}}$$

5. In the evaluation of the applicable experience of the bidders, the procuring entity shall observe the additional guidelines attached in Appendix 1 - Completed Similar Services to be considered and Appendix 2 - Completed Similar Infrastructure Projects to be considered.

II. QUALIFICATION OF PROPOSED KEY PERSONNEL (80 Points)

The IU shall assign weights (%) to all required key personnel that will reflect the relative importance of their responsibilities and inputs in the consulting services contract to be procured. The assigned weights shall be the same on the weights indicated on the Bid Data Sheet (BDS).

The respective weight percentage of the personnel are the following:

	Position	No. of Personnel	Maximum Points per Personnel	Weight (%) per Personnel	Weight TOTAL
1	Key Personnel No. 1 (Team Leader)				
2	Key Personnel No. 2				
3	Key Personnel No. 3				
4	Key Personnel No. 4				
5	Key Personnel No. n				
	TOTAL	ΣN			100%

ΣN= Total Number of Key Personnel

The score for this criteria shall be computed as follows:

A. Education, Training and Publication (30 Points)

The educational qualification of the personnel shall be rated as follows:

- Allow 80% rating if the personnel has the **relevant** bachelor's degree
- Allow additional 10% rating for **relevant** Master's degree
- Allow additional 5% rating for **Doctoral** degree
- Allow additional 1% rating for every 40 aggregate hours of **relevant technical** trainings within the last ten (10) years (maximum of 200 training hours) or every **Technical** publication/proceedings (maximum of 5 publications) or every three (3) units of post – graduate studies or unfinished Master's or Doctoral degree.

The key personnel must have the following minimum educational attainment;

KEY STAFF	PROFESSIONAL QUALIFICATION
Key Personnel No. 1 (Team Leader)	The same requirements indicated in the Terms of Reference (TOR) and in the Bidding Documents (BD)
Key Personnel No. 2	
Key Personnel No. 3	
Key Personnel No. 4	
Key Personnel No. n	

Individual Score II.A = Rating x 30 x (Assigned Weight per Personnel)

Score II. A = Σ Individual Score II.A

B. Experience of Key Personnel (50 Points)

The experience for this criterion shall be based on similar and related consulting services contracts local or overseas, occupying the positions as defined below:

Definition of "Similar" and "Related" Years of Services of Key Personnel

Position	Similar Experience	Related Experience
P1. Project Manager	P1, same S and same I	P1, same S and different I or P1, different S and same I
P2. Senior Infra Position	P2, same S and same I	P1 or P2, same S and different I or P1 or P2, different S and same I
P3. Other Positions	P3, same S and any I	P3, any S and any I

Note:

P - Position

S - Type of consulting services (e.g., FS, DED, CS)

I - Type of infrastructure (e.g., Road, Flood Control, etc.)

$$\text{Individual Score B} = \left[\left(\frac{Y + 0.25Y_r}{Y_{\min}} \right) \right] (50) (\text{Wt. per Personnel})$$

Where:

Y - Similar Years of Experience.

Y_r - Related Years of Experience (shall not exceed the Y_{min})

Y_{min} - Required Minimum Years of Experience

Note:

- Proposed personnel who have no similar experience shall be rated zero in Experience.*
- The value of the ratio $\left(\frac{Y + 0.25Y_r}{Y_{\min}} \right)$ shall not exceed one (1).*
- The bidder shall be disqualified if any of the proposed personnel was found non – complying to the requirements of the TOR and BD (Education, Professional Licensure and/or Accreditations).*

4. *For non-infrastructure projects, the IU shall prepare their own set of criteria for the qualification of key personnel subject for approval by the Bids and Awards Committee.*

$$\text{Score II.B} = \sum \text{Individual Score II.B--}$$

$$\text{Score II} = \text{Score II.A} + \text{Score II. B}$$

III. METHODOLOGY (10 Points)

The plan of approach and methodology shall be rated using the following checklist criterion and corresponding points:

III. A – Clarity, feasibility, innovativeness, and comprehensiveness of the plan approach (8 Points)

$$\text{Score III.A} = \text{A+B+C+D}$$

- A. Clarity - quality of narrative description of the methodology and work plan for performing the services(2 points) (Score A = a+b)
- a. The description discussed fully all aspects of the Services in the submitted TPF 4 - Description of the Methodology and Work Plan for Performing the Project (1 point).
 - b. The work plan is described in proper order of work activities in the submitted TPF 4 – Description of the Methodology and Work Plan for Performing the Project (1 point).
- B. Feasibility – capability to achieve the services (2 points)
(Score B = a+b+c+d).
- a. The proposed team includes all required personnel, and the tasks of each key personnel are clearly defined in TPF5 – Organizational Chart, Team Composition and Tasks for the Project (0.5 point).
 - b. The work activities are achievable and given in logical sequence in the submitted TPF5 – Organizational Chart, Team Composition and Tasks for the Project (0.5 point).
 - c. The assignment of personnel in TPF7 - Time Schedule of Professional Staff - is consistent with the work activities in TPF5 – Organizational Chart, Team Composition and Tasks for the Project (0.5 point).
 - d. Each of the key personnel has letter of commitment to work on the project (i+ii+...n in a total of 0.5 point).
 - Key Personnel No. 1
 - Key Personnel No. 2
 - Key Personnel No. 3
 - Key Personnel No. n

- C. Innovativeness - adoption of quality standard/new work approach technology/tools (2 points) (Score C=a+b+c+d).
- a. There is innovation with discussion on how the methodology will enhance the quality of work outputs and/or ensure timely completion of the Services in TPF 4 - Description of the Methodology and Work Plan (0.5 point).
 - b. The methodology completely describes the technology and tools to be used in TPF 4 - Description of the Methodology and Work Plan (0.5 point).
 - c. Flexibility of the proposed Methodology. (0.5 point).
 - d. Adaptability of the proposed Methodology (0.5 point)
- D. Comprehensiveness - completeness and adequate level of detail of the work plan as to how the Services shall be carried out as outlined in the Terms of Reference (2 points) (Score D= a+b+c+d).
- a. All works required in the Services are covered in TPF7 - Time Schedule of Professional Staff (0.5 point).
 - b. All the required key personnel are covered in TPF5 – Organizational Chart, Team Composition and Tasks for the Project (0.5 point).
 - c. There is a clear presentation of interdependence of activities, such as bar chart, as shown in TPF 4 - Description of the Methodology and Work Plan and TPF7 - Time Schedule of Professional Staff (0.5 point).
 - d. The work plan integrates interactions of the bidder, with the concerned DPWH Offices, LGUs, and other government agencies, in TPF 4 - Description of the Methodology and Work Plan for performing the services and in TPF7 - Time Schedule of Professional Staff (0.5 point).

III. B – Quality of Interpretation of project problems, risks, & suggested solutions (2 points)

Score III.B = A+B

- A. There is clear discussion on possible problems and risks based on actual site inspection in TPF 4 - Description of the Methodology and Work Plan (1 point).
- B. Appropriateness of suggested solutions - achievability of suggested solutions to the problems and risks (1 point) (Score B = a+b)
- a. The suggested solutions are logical and practicable in the submitted TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on data, services, and facilities to be provided by the Procuring Entity (0.5 point).
 - b. There is a clear discussion on how the proposed solutions shall be carried out in the submitted TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on data, services, and facilities to be provided by the

Procuring Entity and/or TPF 4 - Description of the Methodology and Work Plan
(0.5 point).

Score (III) = Score III.A + Score III.B

TOTAL SCORE = Score I + Score II + Score III

The weights for Technical Proposal and Financial Proposal (in case of Quality Cost Based Evaluation) and minimum technical score shall be determined by the Bids and Awards Committee during Pre-Procurement Conference.

Section 33.2.1.b (ii) of the 2016 Revised IRR of RA 9184 states that "*The financial and technical proposals shall be given corresponding weights with the financial proposal given a minimum weight of fifteen percent (15%) up to a maximum of forty percent (40%). The weight of the technical criteria shall be adjusted accordingly such that their total weight in percent together with the weight given to the financial proposal shall add to one hundred percent (100%)*". Normally, the weight for quality is 80% with 20% for the cost.

APPENDIX 1 - COMPLETED SIMILAR SERVICES TO BE CONSIDERED

Services to be Procured	Completed SIMILAR SERVICES to be Considered
Soil Boring Explorations	1. Geotechnical Investigation/Surveys 2. Soil Exploration/Investigation (Including Sub-surface Soil Exploration) 3. Preliminary Engineering Design (PED) if Soil Investigations are included therein 4. Feasibility Study (FS) if Soil Investigations are included therein 5. Detailed Engineering Design (DED) if Soil Investigations are included therein
Parcellary Surveys	1. Detailed Engineering Design (DED) if Parcellary Surveys are included therein 2. Preparation of Parcellary Plans 3. Geodetic Engineering Surveys if Parcellary Surveys are included therein
Topographic Surveys	1. Feasibility Study (FS) if Topographic Surveys are included therein 2. Detailed Engineering Design (DED) if Topographic Surveys are included therein 3. Preparation of Topographic Maps
Master Plan Preparation	1. Feasibility Studies 2. Urban Planning 3. Comprehensive Land Use
Business Case Study	1. Pre-Investment Studies 2. Feasibility Studies
Preliminary Engineering Design (PED)	1. Feasibility Studies with PED 2. Pre-Design Services which include but are not limited to reconnaissance, topographical and other engineering and land surveys, soil investigations, preparation of preliminary architectural/engineering designs, layouts, outline specifications, preliminary cost estimates and specific recommendations prior to actual design [Annex B of 2016 IRR of RA 9184] 3. Detailed Engineering Design (DED)
Structural Investigation, Analysis and/or Design	1. Detailed Engineering Design with Structural Investigation, Analysis and/or Design

	2. Special Studies/Technical Assistance and/or Advisory Services involving Structural Investigation, Analysis and/or Design
Detailed Architectural and Engineering Design (DAED)	1. Detailed Engineering Design 2. Special Studies/Technical Assistance and/or Advisory Services involving Structural and/or Architectural Investigation, Analysis and/or Design
Retrofitting	1. Structural and/or Architectural Rehabilitation Works involving Investigation and Analysis 2. Special Studies/Technical Assistance and/or Advisory Services involving Investigation, Analysis, Preservation, Restoration and/or Rehabilitation of Structural and/or Architectural Works
Quality Assurance	1. Construction Supervision

For other consulting services not indicated on the first column of the table above (**Services to be Procured**) the Implementing Unit (IU) shall adopt a list of similar consulting services to be considered on shortlisting, deemed as appropriate/necessary upon the approval of the Bids and Awards Committee (BAC).

APPENDIX 2 - COMPLETED SIMILAR INFRASTRUCTURE PROJECTS TO BE CONSIDERED

Infrastructure Projects in Consulting Services to be Procured	Completed SIMILAR INFRASTRUCTURE PROJECTS to be Considered
Roads	1. Highway 2. Expressways 3. Tollways 4. Airport Runway/Taxiway/Apron 5. Underpass
Bridge	1. Flyover 2. Viaduct 3. Interchange 4. Wharf/Pier 5. Elevated Railway
Tunnel	1. Subway 2. Mining Tunnel 3. Subsurface aqueducts
River works	1. Revetment/River Walls 2. Dike, Spur Dike 3. Ground Sill 4. Floodway 5. Dams 6. Dredging
Urban Drainage	1. Pumping Stations 2. Floodgates 3. Sluiceways 4. Drainage System (Canals, Culverts, Pipes) 5. Irrigation Canals and Drainage
Coastal Protection	1. Seawall 2. Groins 3. Coastal Dikes
Dams	1. Dike, 2. Water Impounding 3. Sediment Control 4. Retarding Basin 5. Irrigation Dams 6. Hydroelectric Power Dams

Buildings	1. School 2. Hospital 3. Housing Projects 4. Commercial Buildings 5. Industrial Buildings 6. Warehouse
Sewerage and Septage	1. Water Supply and/or Sanitation Projects 2. Urban Drainage and Drainage System 3. Water Treatment Plants 4. Wastewater Facilities 5. Irrigation Projects
Towers	1. Transmission Towers 2. Telecommunication Towers (Cell Sites)

For other infrastructure projects not indicated on the first column of the table above **(Infrastructure Projects in Consulting Services to be Procured)** the Implementing Unit (IU) shall adopt a list of similar infrastructure projects to be considered on shortlisting, deemed as appropriate/necessary upon the approval of the Bids and Awards Committee (BAC).

CRITERIA FOR SHORTLISTING

Original Criteria	Proposed Criteria	Rationale															
I. Experience of the Firm (50 Points) The score for this criterion shall be based on the Single Largest Completed Similar Consulting Services Contract (SLCSCSC) of the bidder or SLCSCSC of any permanent technical personnel of the bidder, local or overseas, similar (Services and Infrastructure) to the services to be procured: $Score I = [(0.80CF_1 + 0.20CF_2)]50$ where: CF₁ - Cost Factor 1 is the ratio of the bidder's SLCSCSC (undertaken only by the bidder) relative to the Approved/Estimated Budget for the Contract (A/EBC) $CF_1 = \frac{Cost_{SLCSCSC}}{Cost_{A/EBC}}$ CF₂ - Cost Factor 2 is the ratio of the bidder's SLCSCSC (undertaken only by the bidder) relative to the Highest Contract Cost of Similar Services undertaken by the Implementing Unit $CF_2 = \frac{Cost_{SLCSCSC}}{Cost_{IU}}$ Cost_{SLCSCSC} - Single Largest Completed Similar Consulting Services Contract (SLCSCSC) of the bidder or SLCSCSC of any permanent technical personnel of the bidder similar (Services and Infrastructure) to the services to be procured. Cost_{IU} - Largest Contract Cost of similar consulting services, including awarded but not yet started, procured by the Implementing Unit (IU). Also known as the experience of IU.	I. Experience of the Firm (60 Points) The score for this criterion shall be based on similar work experience on completed consulting assignments, local or overseas. Projects with the biggest consultancy cost shall be considered in the evaluation (maximum of 10 projects) <table border="1"> <thead> <tr> <th>No. of Completed Contracts</th><th>Cost of Completed Contract as % of ABC</th><th>Rating</th></tr> </thead> <tbody> <tr> <td></td><td>50% or more</td><td>4</td></tr> <tr> <td></td><td>40% to <50%</td><td>3</td></tr> <tr> <td></td><td>30% to <40%</td><td>2</td></tr> <tr> <td></td><td><30%</td><td>1</td></tr> </tbody> </table> $Score (I) = \left[0.60 + \frac{4}{30} \times \left(\frac{TS}{10} - 1 \right) \right] \times 60$ Where: TS - Total Score, number of similar experience of the firm, or any of its permanent technical personnel of the bidder - Number of Completed Contract multiplied to equivalent rating Note: 1. If the bidder or its permanent technical personnel has not completed any similar contract, it shall be disqualified. 2. The score for this criterion shall not exceed 60 points. 3. In case of association, whether in the form of Joint Venture (JV) or Sub-consulting, all experiences shall be considered.	No. of Completed Contracts	Cost of Completed Contract as % of ABC	Rating		50% or more	4		40% to <50%	3		30% to <40%	2		<30%	1	- Consider the quantity and cost of the project - As indicated in Section 24.5.1 of the Revised IRR of RA 9184, consultants shall be considered as short listed if they have satisfactorily completed contracts, as stated in their eligibility documents that are similar in nature and complexity to the project.
No. of Completed Contracts	Cost of Completed Contract as % of ABC	Rating															
	50% or more	4															
	40% to <50%	3															
	30% to <40%	2															
	<30%	1															

Cost_{sa/ebc} - Approved/Estimated Budget for the Contract of the Consulting Service being procured. Note: 1. If the bidder or its permanent technical personnel has not completed any similar contract, it shall be disqualified. 2. The value of Cost Factors shall not exceed 1.00. 3. In case of association, whether in the form of Joint Venture (JV) or Sub-consulting, the percent share of each bidders will only be considered in the computation of Cost_{sa/ebc}. 4. If the IU has no similar consulting services contract the value of Cost Factor 2 shall be equal to one (CF₂ = 1.00). 5. In the evaluation of the applicable experience of the bidders, the procuring entity shall observe the additional guidelines attached in Appendix 1 - Completed Similar Services to be considered and Appendix 2 - Completed Similar Infrastructure Projects to be considered.	4. The similar completed contract cost must be adjusted using the latest Philippine Statistics Authority Consumer Price Index as follows: $\frac{\text{Contract Cost}_{\text{YEAR OF CONTRACT}}}{\text{CPI}_{\text{YEAR OF CONTRACT}}} = \frac{\text{Contract Cost}_{\text{CURRENT YEAR}}}{\text{CPI}_{\text{CURRENT YEAR}}}$ 5. In the evaluation of the applicable experience of the bidders, the procuring entity shall observe the additional guidelines attached in Appendix 1 - Completed Similar Services to be considered and Appendix 2 - Completed Similar Infrastructure Projects to be considered.
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III. AVAILABILITY OF REQUIRED PERSONNEL OF THE FIRM (20 Points) The score in this criterion shall be equivalent to the number of Permanent Technical Personnel of the bidders in comparison to the required Technical Personnel of the Terms of Reference (TOR), using the following criterion: $\text{Score II} = [0.60 + PF * 0.40]20$ Where: PF - Personnel Factor, Ratio of Number of Permanent Technical Personnel to the Number of Required personnel of the TOR $- \frac{N_p}{N_T}$ NP - Number of Permanent Technical Personnel of the bidders NT - Number of required Technical Personnel as indicated in the TOR Note: 1. Permanent Technical personnel refers to the regular employees of the bidders and do not have a predetermined end date of employment. 2. The value of the ratio (N_p/N_T) shall not exceed one (1). The maximum allowable points for this criterion shall not exceed twenty (20) points. 3. In case of JV, the total number of permanent technical personnel shall be the sum of the permanent technical personnel of each firm comprising the JV.	II. AVAILABILITY OF REQUIRED PERSONNEL OF THE FIRM (10 Points) The score in this criterion shall be equivalent to the number of Permanent Technical Personnel of the bidders in comparison to the required Technical Personnel of the Terms of Reference (TOR), using the following criterion: $\text{Score II} = [0.60 + PF * 0.40]10$ Where: PF - Personnel Factor, Ratio of Number of Permanent Technical Personnel to the Number of Required personnel of the TOR $- \frac{N_p}{N_T}$ NP - Number of Permanent Technical Personnel of the bidders NT - Number of required Technical Personnel as indicated in the TOR Note: 1. Permanent Technical personnel refers to the regular employees of the bidders and do not have a predetermined end date of employment. 2. The value of the ratio (N_p/N_T) shall not exceed one (1). The maximum allowable points for this criterion shall not exceed ten (10) points. 3. In case of JV, the total number of permanent technical personnel shall be the sum of the permanent technical personnel of each firm comprising the JV.
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III. WORKLOAD (30 Points) The score in this criterion shall be based on the present workload of the bidder. In case of associate, whether in the form of Joint Venture (JV) or Sub-consulting, the total workload shall be the sum of the present workload of each firm comprising the associate: <table border="1"> <thead> <tr> <th>No. of On-Going Contracts, Government and Private</th><th>Rating</th></tr> </thead> <tbody> <tr> <td>None</td><td>100%</td></tr> <tr> <td>1-5</td><td>90%</td></tr> <tr> <td>6-10</td><td>80%</td></tr> <tr> <td>>10</td><td>70%</td></tr> </tbody> </table> Score III = (%Rating) 30 <i>Note:</i> Non-disclosure of on-going contracts shall be sanctioned in accordance to Section 69 of the Revised Implementing Rules and Regulations of Republic Act 9184. TOTAL SCORE = Score I + Score II + Score III Passing Score 80 points	No. of On-Going Contracts, Government and Private	Rating	None	100%	1-5	90%	6-10	80%	>10	70%	III. CURRENT WORKLOAD RELATIVE TO CAPACITY (30 Points) A. ON-GOING PROJECTS (20 Points) The score in this criterion shall be based on the on-going workload of the bidder. In case of associate, whether in the form of Joint Venture (JV) or Sub-consulting, the total workload shall be the sum of the present workload of each firm comprising the associate: <table border="1"> <thead> <tr> <th>No. of On-Going Contracts, Government and Private</th><th>Rating</th></tr> </thead> <tbody> <tr> <td>0</td><td>100%</td></tr> <tr> <td>1-5</td><td>90%</td></tr> <tr> <td>6-10</td><td>70%</td></tr> <tr> <td>>10</td><td>50%</td></tr> </tbody> </table> Score III = (%Rating) 20 <i>Note:</i> Non-disclosure of on-going contracts shall be sanctioned in accordance to Section 69 of the Revised Implementing Rules and Regulations of Republic Act 9184. B. FINANCIAL CAPACITY (10 Points) The financial capacity of the firm shall be rated as follows: $\text{Financial Capacity} = \left[\frac{a}{b} \right]$ Where: a - Average of Total Net Worth within two (2) years b - Cost of the Approved Budget for the Contract Score III = (Financial Capacity) x 10 <i>Note:</i> - The value of the ratio of (a/b) shall not exceed to one (1). - For partners of Joint Venture Agreement (JVA), the Net Worth shall be equivalent to the Total Net Worth of both partners. The passing score and number of shortlisted firms shall be determined by the Bids and Awards Committee during Pre-Procurement Conference.	No. of On-Going Contracts, Government and Private	Rating	0	100%	1-5	90%	6-10	70%	>10	50%
No. of On-Going Contracts, Government and Private	Rating																				
None	100%																				
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>10	70%																				
No. of On-Going Contracts, Government and Private	Rating																				
0	100%																				
1-5	90%																				
6-10	70%																				
>10	50%																				

-No Passing Score

CRITERIA FOR TECHNICAL EVALUATION

Original Criteria	Proposed Criteria	Rationale															
I. Experience of the Firm (10 Points) The score for this criterion shall be based on the Single Largest Completed Similar Consulting Services Contract (SLCSCSC) of the bidder or SLCSCSC of any permanent technical personnel of the bidder, local or overseas, similar (Services and Infrastructure) to the services to be procured: $Score I = [(0.80CF_1 + 0.20CF_2)]50$ where: CF₁ - Cost Factor 1 is the ratio of the bidder's SLCSCSC (undertaken only by the bidder) relative to the Approved/Estimated Budget for the Contract (A/EBC) $CF_1 = \frac{Cost_{SLCSCSC}}{Cost_{A/EBC}}$ CF₂ - Cost Factor 2 is the ratio of the bidder's SLCSCSC (undertaken only by the bidder) relative to the Highest Contract Cost of Similar Services undertaken by the Implementing Unit $CF_2 = \frac{Cost_{SLCSCSC}}{Cost_{IU}}$ Cost_{sl}_{CSCSC} - Single Largest Completed Similar Consulting Services Contract (SLCSCSC) of the bidder or SLCSCSC of any permanent technical personnel of the bidder similar (Services and Infrastructure) to the services to be procured. Cost_{IU} - Largest Contract Cost of similar consulting services, including awarded but not yet started, procured by the Implementing Unit (IU). Also known as the experience of IU.	I. Experience of the Firm (10 Points) The score for this criterion shall be based on similar work experience on completed consulting assignments, local or overseas. Projects with the biggest consultancy cost shall be considered in the evaluation (maximum of 10 projects) <table border="1" data-bbox="539 448 737 1220"> <thead> <tr> <th>No. of Completed Contracts</th><th>Cost of Completed Contract as % of ABC</th><th>Rating</th></tr> </thead> <tbody> <tr> <td></td><td>50% or more</td><td>4</td></tr> <tr> <td></td><td>40% to <50%</td><td>3</td></tr> <tr> <td></td><td>30% to <40%</td><td>2</td></tr> <tr> <td></td><td><30%</td><td>1</td></tr> </tbody> </table> $Score (I) = \left[0.60 + \frac{4}{30} \times \left(\frac{TS}{10} - 1 \right) \right] \times 10$ Where: TS - Total Score, number of similar experiences of the firm, or any of its permanent technical personnel of the bidder - Number of Completed Contract multiplied to equivalent rating Note: 1. If the bidder or its permanent technical personnel has not completed any similar contract, it shall be disqualified. 2. The score for this criterion shall not exceed 10 points. 3. In case of association, whether in the form of Joint Venture (JV) or Sub-consulting, all experiences shall be considered.	No. of Completed Contracts	Cost of Completed Contract as % of ABC	Rating		50% or more	4		40% to <50%	3		30% to <40%	2		<30%	1	- Consider the quantity and cost of the project As indicated in Section 24.5.1 of the Revised IRR of RA 9184, consultants shall be considered as short listed if they have satisfactorily completed contracts, as stated in their eligibility documents that are similar in nature and complexity to the project.
No. of Completed Contracts	Cost of Completed Contract as % of ABC	Rating															
	50% or more	4															
	40% to <50%	3															
	30% to <40%	2															
	<30%	1															

Cost_{abc}/ - Approved/Estimated Budget for the Contract of the Consulting Service being procured. Note: 1. The value of Cost Factors shall not exceed 1.00. 2. In case of association, whether in the form of Joint Venture (JV) or Sub-consulting, the percent share of each bidders will only be considered in the computation of Cost_{IGCSC}. 3. If the IU has no similar consulting services contract the value of Cost Factor 2 shall be equal to one (CF₂ =1.00). 4. In the evaluation of the applicable experience of the bidders, the procuring entity shall observe the additional guidelines attached in Appendix 1 - Completed Similar Services to be considered and Appendix 2 - Completed Similar Infrastructure Projects to be considered.	4. The similar completed contract cost must be adjusted using the latest Philippine Statistics Authority Consumer Price Index as follows: $\frac{\text{Contract Cost}_{\text{YEAR OF CONTRACT}}}{\text{CPI}_{\text{YEAR OF CONTRACT}}} = \frac{\text{Contract Cost}_{\text{CURRENT YEAR}}}{\text{CPI}_{\text{CURRENT YEAR}}}$ 5. In the evaluation of the applicable experience of the bidders, the procuring entity shall observe the additional guidelines attached in Appendix 1 - Completed Similar Services to be considered and Appendix 2 - Completed Similar Infrastructure Projects to be considered.
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II. QUALIFICATION OF PROPOSED KEY PERSONNEL (80 Points)						Revert Back to previous criterion to capture all experience of the proposed personnel
The IU shall assign weights (%) to all required key personnel that will reflect the relative importance of their responsibilities and inputs in the consulting services contract to be procured. The assigned weights shall be the same on the weights indicated on the Bid Data Sheet (BDS). The respective weight percentage of the personnel are the following:						
Position	No. of Personnel	Maximum Points per Personnel	Weight (%) per Personnel	Weight TOTAL		
1 Key Personnel No. 1 (Team Leader)						
2 Key Personnel No. 2						
3 Key Personnel No. 3						
4 Key Personnel No. 4						
5 Key Personnel No. n						
TOTAL	ΣN				100%	
ΣN= Total Number of Key Personnel						
The score for this criterion shall be computed as follows:						
A. Education, Training and Publication (30 Points) The educational qualification of the personnel shall be rated as follows: a) Allow 80% rating if the personnel have the relevant bachelor's degree b) Allow additional 10% rating for relevant Master's degree c) Allow additional 5% rating for Doctoral degree d) Allow additional 1% rating for every 40 aggregate hours of relevant technical trainings within the last ten (10) years						

- d) Allow additional 1% rating for every 40 aggregate hours of relevant technical trainings within the last ten (10) years (maximum of 200 training hours) or every Academic Technical publication (maximum of 5 publications) or every three (3) units of post – graduate studies.

KEY STAFF	PROFESSIONAL QUALIFICATION
Key Personnel No. 1 (Team Leader)	The same requirements indicated in the Terms of Reference (TOR) and in the Bidding Documents (BD)
Key Personnel No. 2	
Key Personnel No. 3	
Key Personnel No. 4	
Key Personnel No. n	

The key personnel must have the following minimum educational attainment;

Individual Score II.A = Rating x 30 x (Assigned Weight per Personnel)

Score II. A = $\sum$ Individual Score II.A

B. Similar Experience of Key Personnel (50 Points)

The experience for this criteria shall be based on similar consulting services (similar services and similar infrastructure), contracts local or overseas, occupying the same position as proposed or higher as shown below:

Table 1. Similar Position, Similar Consulting Services, and Similar Infrastructure Projects to be considered in the Evaluation of the Experience of Key Personnel

Position	Years of Experience, Y_{max} , Y_{min}	Similar Experience
P1	Max of XX; Min of XX	Similar Consulting Services AS Indicated in the Terms of Reference (TOR) and the Bidding Documents (BDs) Similar Infrastructures

- (maximum of 200 training hours) or every Technical publication/proceedings (maximum of 5 publications) or every three (3) units of post – graduate studies or unfinished Master's or Doctoral degree.

KEY STAFF	PROFESSIONAL QUALIFICATION
Key Personnel No. 1 (Team Leader)	The same requirements Indicated in the Terms of Reference (TOR) and in the Bidding Documents (BD)
Key Personnel No. 2	
Key Personnel No. 3	
Key Personnel No. 4	
Key Personnel No. n	

The key personnel must have the following minimum educational attainment;

Individual Score II.A = Rating x 30 x (Assigned Weight per Personnel)

Score II. A = $\sum$ Individual Score II.A

B. Experience of Key Personnel (50 Points)

The experience for this criterion shall be based on similar and related consulting services contracts local or overseas, occupying the positions as defined below:

Definition of "Similar" and "Related" Years of Services of Key Personnel

Position	Similar Experience	Related Experience
P1. Project Manager	P1, same S and same I	P1, same S and different I or P1, different S and same I
P2. Senior Infra Position	P2, same S and same I	P1 or P2, same S and different I or P1 or P2, different S and same I

	No. 1 (Team Leader)		As Indicated in the Terms of Reference (TOR) and the Bidding Documents (BDs)	P3. Other Positions	P3, same S and any I	P3, any S and any I
P2	Key Personnel No. 2 (Deputy Team Leader or equivalent)	Max of XX; Min of XX	Similar Consulting Services As Indicated in the Terms of Reference (TOR) and the Bidding Documents (BDs) Similar Infrastructures As Indicated in the Terms of Reference (TOR) and the Bidding Documents (BDs)	Note: P - Position S - Type of consulting services (e.g., FS, DED, CS) I - Type of infrastructure (e.g., Road, Flood Control, etc.) Individual Score B = $\left[\left(\frac{Y+0.25Y_r}{Y_{min}} \right) \right] (50) (Wt. per Personnel)$ Where: Y - Similar Years of Experience. Y_r - Related Years of Experience (shall not exceed the Y_{min}) Y_{min} - Required Minimum Years of Experience		
P2	Key Personnel No. 3	Max of XX; Min of XX	Similar Consulting Services As Indicated in the Terms of Reference (TOR) and the Bidding Documents (BDs) Similar Infrastructures As Indicated in the Terms of Reference (TOR) and the Bidding Documents (BDs)	Note: 1. Proposed personnel who have no similar experience shall be rated zero in Experience. 2. The value of the ratio $\left(\frac{Y+0.25Y_r}{Y_{min}} \right)$ shall not exceed one (1). 3. The bidder shall be disqualified if any of the proposed personnel was found non-complying to the requirements of the TOR and BD (Education, Professional Licensure and/or Accreditations). 4. For non-infrastructure projects, the IU shall prepare their own set of criteria for the qualification of key personnel subject for approval by the Bids and Awards Committee. Score II. B = $\sum$ Individual Score II.B Score II = Score II.A + Score II. B		
P2	Key Personnel No. 4	Max of XX; Min of XX	Similar Consulting Services As Indicated in the Terms of Reference (TOR) and the Bidding Documents (BDs) Similar Infrastructure As Indicated in the Terms of Reference (TOR) and the Bidding Documents (BDs)			

P2	Key Personnel No. n	Max of XX; Min of XX	Similar Consulting Services As Indicated in the Terms of Reference (TOR) and the Bidding Documents (BDs) Similar Infrastructure As Indicated in the Terms of Reference (TOR) and the Bidding Documents (BDs)	
Individual Score B = $\left[0.80 + \left(\frac{Y - Y_{min}}{Y_{max} - Y_{min}} \right) (0.20) \right] (50) (Wt. per Personnel)$				
Where: Y - Similar Years of Experience. The Total Number of Years of Experience satisfying the three (3) condition: Similar Position, Similar Consulting Services and Similar Infrastructure Projects. Y_{max} - Maximum required years as indicated in Table 1. Y_{min} - Minimum required years as indicated in Table 1.				
Note: - Proposed personnel who did not meet the minimum experience shall be to zero. - The value of the ratio $\left(\frac{Y - Y_{min}}{Y_{max} - Y_{min}} \right)$ shall not exceed one (1). - The Y_{max} and Y_{min} shall be determined during the Pre-Procurement Conference of the contract. - The bidder shall be disqualified if any of the proposed personnel was found non – complying to the requirements of the TOR and BD (Education, Professional Licensure and/or Accreditations).				
Score II. B = Σ Individual Score II.B SCORE (II) = II.A + II.B				

III. METHODOLOGY (10 Points) The methodology shall be rated using the following checklist and corresponding points: III. A – Approach and Method 1. ☐ The approach to carry out the activities in the TOR was discussed by the consultant and how the said approach will benefit the government and the project. (2points) 2. ☐ The approach addressed important issues as indicated in the Terms of Reference. (1point) 3. ☐ The consultant proposed an innovative or modern approach to carry out the assignment. (1point) III. B – Work Plan 1. ☐ All important activities are indicated in the Activity Schedule, and their timings are appropriate and consistent with the assignment outputs. (1point) 2. ☐ The interrelation between various activities are consistent with the requirements of the TOR. (1point) 3. ☐ The consultant has broken down the work schedule to ensure the most efficient and effective way in the attainment of the objectives of the TOR. (1point) III. C – Organization and Staffing 1. ☐ The Organizational Chart is complete and there is a detailed definition of the Duties and Responsibilities. (1point) ☐	III. METHODOLOGY (10 Points) The plan of approach and methodology shall be rated using the following checklist criterion and corresponding points: III. A – Clarity, feasibility, innovativeness, and comprehensiveness of the plan approach Score III.A = A+B+C+D A. Clarity - quality of narrative description of the methodology and work plan for performing the services(2 points) (Score A = a+b) a. The description discussed fully all aspects of the Services in the submitted TPF 4 - Description of the Methodology and Work Plan for Performing the Project (1 point). b. The work plan is described in proper order of work activities in the submitted TPF 4 – Description of the Methodology and Work Plan for Performing the Project (1 point). B. Feasibility – capability to achieve the services (2 points) (Score B = a+b+c+d). a. The proposed team includes all required personnel, and the tasks of each key personnel are clearly defined in TPF5 – Organizational Chart, Team Composition and Tasks for the Project (0.5 point). b. The work activities are achievable and given in logical sequence in the submitted TPF5 – Organizational Chart, Team Composition and Tasks for the Project (0.5 point). c. The assignment of personnel in TPF7 - Time Schedule of Professional Staff - is consistent with the work activities in TPF5 – Organizational Chart, Team Composition and Tasks for the Project (0.5 point). d. Each of the key personnel has letter of commitment to work on the project (i+ii+...n in a total of 0.5 point). Key Personnel No. 1 Key Personnel No. 2 Key Personnel No. 3 Key Personnel No. n Clearly shows the emphasis on the clarity, feasibility, innovativeness and comprehensive ss of the plan approach and the quality of interpretation of project problems, risks and suggested solutions
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2. The Organizational Chart clearly shows lines of responsibility and links between DPWH, Consultant and other Stakeholders. (1point) 3. The timing and deployment of the personnel is consistent with the staffing schedule. (1point) Score (III) = Score III.A + Score III.B + Score III.C TOTAL SCORE = Score I + Score II + Score III Passing Score = 80 points	C. Innovativeness - adoption of quality standard/new work approach technology/tools (2 points) (Score C=a+b+c+d). a. There is innovation with discussion on how the methodology, will enhance the quality of work outputs and/or ensure timely completion of the Services in TPF 4 - Description of the Methodology and Work Plan (0.5 point). b. The methodology completely describes the technology and tools to be used in TPF 4 - Description of the Methodology and Work Plan (0.5 point). c. Flexibility of the proposed Methodology. (0.5 point). d. Adaptability of the proposed Methodology (0.5 point) D. Comprehensiveness - completeness and adequate level of detail of the work plan as to how the Services shall be carried out as outlined in the Terms of Reference (2 points) (Score D= a+b+c+d). a. All works required in the Services are covered in TPF7 - Time Schedule of Professional Staff (0.5 point). b. All the required key personnel are covered in TPF5 – Organizational Chart, Team Composition and Tasks for the Project (0.5 point). c. There is a clear presentation of interdependency of the activities, such as bar chart, as shown in TPF 4 - Description of the Methodology and Work Plan and TPF7 - Time Schedule of Professional Staff (0.5 point). d. The work plan integrates interactions of the bidder, with the concerned DPWH Offices, LGUs, and other government agencies, in TPF 4 - Description of the Methodology and Work Plan for performing the services and in TPF7 - Time Schedule of Professional Staff (0.5 point).
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	III. B – Quality of Interpretation of project problems, risks, & suggested solutions Score III.B = A+B A. There is clear discussion on possible problems and risks based on actual site inspection in TPF 4 - Description of the Methodology and Work Plan (1 point). B. Appropriateness of suggested solutions - achievability of suggested solutions to the problems and risks (2 points) (Score B = a+b) a. The suggested solutions are logical and practicable in the submitted TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on data, services, and facilities to be provided by the Procuring Entity (0.5 point). b. There is a clear discussion on how the proposed solutions shall be carried out in the submitted TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on data, services, and facilities to be provided by the Procuring Entity and/or TPF 4 - Description of the Methodology and Work Plan (0.5 point). Score (III) = Score III.A + Score III.B TOTAL SCORE = Score I + Score II + Score III The weights for Technical Proposal and Financial Proposal (in case of Quality Cost Based Evaluation) and minimum technical score shall be determined by the Bids and Awards Committee during Pre-Procurement Conference.
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