



Annex A

CONSULTANCY SERVICES IN THE CONDUCT OF PARCELLARY SURVEY - TOLEDO-TABUELAN – SN REMIGIO RD., K0058+500 – K0059+000
(Name of Project)

ANNEX A - DETAILED CRITERIA AND RATING SYSTEM FOR SHORTLISTING OF ELIGIBLE BIDDERS

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:

$$\text{Score I} = [(0.80CF_1 + 0.20CF_2)]50$$

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)
- $\frac{\text{Cost}_{slcscsc}}{\text{Cost}_{a/ebc}}$
- 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
- $\frac{\text{Cost}_{slcscsc}}{\text{Cost}_{iu}}$
- 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.
- Cost_{a/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 bidder will only be considered in the computation of $Cost_{slcscsc}$.
4. If the IU has no similar consulting services contract the value of Cost Factor 2 shall be equal to one ($CF_2 = 1.00$).
5. In the evaluation of the applicable experience of the bidders, the procuring entity shall observe the following Completed Similar Services and Completed Similar Infrastructure Projects to be considered.

5.1 COMPLETED SIMILAR SERVICES

Services to be Procured	Completed SIMILAR SERVICES to be Considered
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

5.2 COMPLETED SIMILAR INFRASTRUCTURE PROJECTS

Infrastructure Projects in Consulting Services to be Procured	Completed SIMILAR SERVICES to be Considered
Roads	1. Highways 2. Expressways 3. Tollways 4. Airport Runway/Taxiway/Apron 5. Underpass

II. 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



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CEBU 3RD DISTRICT ENGINEERING OFFICE
Ibo, Toledo City, Cebu Region VII



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 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.*

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:

No. of On-Going Contracts, Government and Private	Rating
None	100%
1-5	90%
6-10	80%
>10	70%

Score III = (%Rating) 30

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.

TOTAL SCORE = Score I + Score II + Score III

Passing Score = 80 points

Prepared:


FRITZIE D. ORTEGA
Chief, Planning and Design Section

Reviewed:


GRACILA S. ABARQUEZ
Procurement Engineer

Approved:


REYNALDO V. NAVALES, D.P.A., ASEAN ENG.
BAC Chairperson



Annex B

CONSULTANCY SERVICES IN THE CONDUCT OF PARCELLARY SURVEY - TOLEDO-TABUELAN – SN REMIGIO RD., K0058+500 – K0059+000
(Name of Project)

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 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:

$$\text{Score I} = [(0.80CF_1 + 0.20CF_2)]10$$

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)
- $\frac{\text{Cost}_{slcscsc}}{\text{Cost}_{a/ebc}}$
- 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
- $\frac{\text{Cost}_{slcscsc}}{\text{Cost}_{iu}}$
- 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.
- Cost_{a/ebc}** - Approved/Estimated Budget for the Contract of the Consulting Service being procured.

Note:



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CEBU 3RD DISTRICT ENGINEERING OFFICE
Ibo, Toledo City, Cebu Region VII



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 bidder will only be considered in the computation of *Costs/cscsc*.
3. If the IU has no similar consulting services contract the value of Cost Factor 2 shall be equal to one ($CF_2 = 1.00$).
4. In evaluating the applicable experience of the bidders, the procuring entity shall observe the following Completed Similar Services and Completed Similar Infrastructure Projects to be considered.

4.1 COMPLETED SIMILAR SERVICES

Services to be Procured	Completed SIMILAR SERVICES to be Considered
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

4.2 COMPLETED SIMILAR INFRASTRUCTURE PROJECTS

Infrastructure Projects in Consulting Services to be Procured	Completed SIMILAR SERVICES to be Considered
Roads	1. Highways 2. Expressways 3. Tollways 4. Airport Runway/Taxiway/Apron 5. Underpass

II. QUALIFICATION OF PROPOSED KEY PERSONNEL (80 Points)

The respective weight percentage of the personnel are the following:

	Position	No. of Personnel	Maximum Points per Personnel	Weight (%) per Personnel	Weight TOTAL
1	Geodetic Engineer	1	80	35%	35%
2	Instrumentman	1	80	20%	20%
3	Draftsman	1	80	15%	15%
4	Researcher	1	80	10%	10%
5	Survey Aide	1	80	10%	10%
6	Document Checker	1	80	5%	5%
7	Driver	1	80	5%	5%
	TOTAL	8			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:

- 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 (maximum of 200 training hours) or every **Academic Technical** publication (maximum of 5 publications) or every three (3) units of post – graduate studies.

The key personnel must have the following minimum educational attainment;

KEY STAFF	PROFESSIONAL QUALIFICATION
Geodetic Engineer	Duly Licensed Geodetic Engineer
Instrumentman	Must have at least 5 years experience as a Land Surveyor
Draftsman	Must possess at least a Bachelor's/College Degree in Engineering or Architecture. Must have at least 2 years of working experience.
Researcher	At least a Bachelor's/ College Degree
Survey Aide	At least High School graduate. Must have at least 1 year experience in the field.
Document Checker	At least a Bachelor's/ College Degree. Must have at least one (1) year of relevant experience
Driver	At least High School graduate. With valid driver's license. Must have at least 1 year experience in the field.

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

Score II. A = Σ 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



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CEBU 3RD DISTRICT ENGINEERING OFFICE
 Ibo, Toledo City, Cebu Region VII



Position		Years of Experience, Y _{max} Y _{min}	Similar Experience
P1	Geodetic Engineer	Min of 5 years	Similar Consulting Services 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) Similar Infrastructures 4. Highways 5. Expressways 6. Tollways 7. Airport 8. Runway/Taxiway/Apron Underpass
P2	Instrumentman	Min of 5 years	
P3	Draftsman	Min of 2 years	
P4	Researcher	Min of 1 year	
P5	Survey Aide	Min of 1 year	
P6	Document Checker	Min of 1 year	
P7	Driver	Min of 1 year	



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:

1. Proposed personnel who did not meet the minimum experience shall be equal to zero.
2. The value of the ratio $\left(\frac{Y - Y_{min}}{Y_{max} - Y_{min}} \right)$ shall not exceed one (1).
3. The **Y_{max}** and **Y_{min}** shall be determined during the Pre-Procurement Conference of the contract.
4. 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).

$$\text{Score II. B} = \Sigma \text{ Individual Score II.B}$$

$$\text{SCORE (II)} = \text{II.A} + \text{II.B}$$

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)



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CEBU 3RD DISTRICT ENGINEERING OFFICE
Ibo, Toledo City, Cebu Region VII



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)
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

Prepared:

FRITZIE D. ORTEGA

Chief, Planning and Design Section

Reviewed:

GRACILA S. ABARQUEZ

Procurement Engineer

Approved:

REYNALDO V. NAVALES, D.P.A., ASEAN ENG.

BAC Chairperson