



**PHILIPPINE NATIONAL OIL COMPANY  
PNOC BLDG. 6, ENERGY CENTER, RIZAL DRIVE,  
BONIFACIO GLOBAL CITY, TAGUIG CITY**

# **PHILIPPINE BIDDING DOCUMENTS**

Republic of the Philippines

# **Procurement of CONSULTING SERVICES**

**First Edition  
May 2025**

## Preface

These Philippine Bidding Documents (PBD) for the Government of the Philippines (GoP) for the procurement of Consulting Services through [*Competitive Bidding, Limited Source Bidding, Competitive Dialogue,<sup>1</sup> or Unsolicited Offer with Bid Matching<sup>2</sup>*] have been prepared by GoP for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations (GOCC), government financial institutions (GFI), state universities and colleges (SUC), and local government units (LGU) and autonomous regional government<sup>3</sup> use in projects that are financed in whole or in part by the GoP or any foreign government/foreign or international financing institution in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity (HoPE); (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBD group the provisions that are intended to be used unchanged in Section II. Short-Listing Documents of Part I; and **Error! Reference source not found.** (ITB) and **Error! Reference source not found.** (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Short-listing Data Sheet (SDS) of Part I, **Error! Reference source not found.** (BDS), and **Error! Reference source not found.** (S CC) of Part II. The forms to be used are provided in Section VII. PBD Related Forms.

Prudence must be exercised to check the relevance of the provisions of the PBD against the requirements of the specific Consulting Services to be procured. In addition, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents, except for the notes introducing Section VII. PBD Related Forms where the information is useful for the Bidder. The following general directions should be observed when using the documents:

- a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.
- b) These PBD are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first published until the deadline for the submission and receipt of bids.
- c) Specific details, such as the “name of the Procuring Entity” and “address for bid submission,” should be furnished in the ITB, BDS, and SCC. The final documents should contain neither blank spaces nor options.

---

<sup>1</sup> For Second Stage of Competitive Dialogue under Section 29.4.2 of IRR of RA No. 12009.

<sup>2</sup> For Comparative or Competitive Bidding for Unsolicited Offer under Section 30.7 of IRR of RA No. 12009.

<sup>3</sup> Unless the Treaty or International or Executive Agreement expressly provides use of foreign government/foreign or international financing institution procurement guidelines.

- d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, SDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should not contain footnotes except **Error! Reference source not found.** since these provide important guidance to Bidders.
- e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.
- f) The cover page should be modified as required to identify the Bidding Documents and date of issue.
- g) The Project Title page should be modified as required to identify the Project title and number, name, and address of the Procuring Entity.
- h) If modifications must be made in bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract details should be provided in the SCC as amendments to the Conditions of Contract. For easy reference and completion, clauses from the SDS, BDS, or SCC shall appear in bold type face on Section II. Short-listing Documents of Part I, Section II. Instructions to Bidders, and Section IV. General Conditions of Contract of Part II, respectively.



**PHILIPPINE NATIONAL OIL COMPANY  
PNOC BLDG. 6, ENERGY CENTER, RIZAL DRIVE,  
BONIFACIO GLOBAL CITY, TAGUIG CITY**

# **Procurement of CONSULTING SERVICES**

**Procurement of Consulting Services for the PNOC  
Building 5 and 6 Structural Assessment  
REI No. 2026-02-016**

## TABLE OF CONTENTS

GLOSSARY OF ACRONYMS, TERMS, AND ABBREVIATIONS .....	6
DEFINITION OF TERMS .....	7
PART I.....	9
SECTION I. REQUEST FOR EXPRESSION OF INTEREST .....	10
SECTION II. SHORT-LISTING DOCUMENTS.....	14
SECTION III. SHORT-LISTING DATA SHEET .....	20
SECTION IV. TERMS OF REFERENCE.....	23
ANNEXES .....	23
CHECKLIST OF ELIGIBILITY REQUIREMENTS.....	23

## ***Glossary of Acronyms, Terms, and Abbreviations***

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA - Cooperative Development Authority.

DOLE – Department of Labor and Employment.

GCC - General Conditions of Contract.

GFI – Government Financial Institution.

GOCC – Government-Owned and/or –Controlled Corporation.

GoP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

HoPE – Head of Procuring Entity.

HRRB – Highest Rated Responsive Bid.

IRR – Implementing Rules and Regulations of Republic Act No. 12009.

ITB – Instructions to Bidders.

LGUs – Local Government Units.

LoC – Letter of Credit.

MYCA – Multi-Year Contracting Authority.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procuring Entity - the organization purchasing Consulting Services, as named in the SCC.

RA No. – Republic Act Number.

SCC - Special Conditions of Contract.

SEC – Securities and Exchange Commission.

UN – United Nations.

WB – World Bank.

## ***Definition of Terms***

**Bid** – a signed offer, proposal, or quotation submitted by a supplier, manufacturer, distributor, contractor, consultant, or service provider in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR of RA No. 12009, Section 5[c]).

**Bidder** – a supplier, manufacturer, distributor, contractor, consultant, and service provider, whether public or private, who submits a Bid in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR of RA No. 12009, Section 5[d]).

**Bidding Documents** – the documents issued by the Procuring Entity as the basis for Bids, furnishing all information necessary to prospective bidder to prepare a Bid for the Goods, Infrastructure Projects, and Consulting Services required by the Procuring Entity. (IRR of RA No. 12009, Section 5[e]).

**Consultant** - refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in providing Consulting Services.

**Consulting Services** – refer to 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 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 of RA No. 12009, Section 5[i])

**Contract** – refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**Contract Price** - the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

**Effective Date of the Contract** – the date indicated in the contract. However, the Consultant shall commence performance of its obligations only upon receipt of the Notice to Proceed.

**Framework Agreement** – is a procurement strategy which shall be in the nature of an option contract between the Procuring Entity and the bidder that stipulates the terms and conditions to be applied in subsequent contracts for the procurement of Goods, Infrastructure Projects, and Consulting Services with a single or multiple contractor, manufacturer, supplier, distributor, consultant, and service provider to expand the pool of prospective bidders, take advantage of economies of scale, minimize the administrative burden of conducting separate procurement activities, and generate time and money savings. (IRR, Sections 16.1 and 16.2).

**Foreign-funded Procurement or Foreign-Assisted Project**– refers to the acquisition of Goods, Consulting Services, and the contracting for Infrastructure Projects by the Government of the Philippines which are wholly or partly funded by foreign loans or grants pursuant to a Treaty or International or Executive Agreement.

Goods – refer to (i) all items, supplies, and materials, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity; or (ii) general support services which pertain to all types of services except Consulting Services and Infrastructure Projects, such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services. (IRR of RA No. 12009, Section 5[n])

Infrastructure Projects – include the construction, improvement, rehabilitation, demolition, repair, restoration, or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as “civil works” or “works;” (IRR of RA No. 12009, Section 5[r])

Online submission – pertains to the submission of the short-listing documents and bids for Consulting Services through electronic means or through the e-bidding facility of the PhilGEPS.

Project – refers to a specific or identified procurement covering Goods, Infrastructure Projects or Consulting Services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. Supplier as used in these Bidding Documents may likewise refer to a manufacturer, distributor, contractor, consultant, or service provider.

Verified Report – refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

## ***Part I***

## **Section I. Request for Expression of Interest**

### **Notes on the Request for Expression of Interest**

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

- a) In line with the principle of transparency and competitiveness and to ensure the widest possible dissemination thereof, all requests for expression of interest shall be published continuously by the Procuring Entity, for seven (7) calendar days in the Philippine Government Electronic Procurement System (PhilGEPS), on any conspicuous place in the premises of the Procuring Entity, and in the website or social media platforms of the Procuring Entity, if available, or such other channels as may be authorized by the Government Procurement Policy Board (GPPB), and the website prescribed by the foreign government/foreign or international financing institution, if applicable.
- b) For justifiable reasons, a Procuring Entity that cannot publish procurement opportunities in its website, social media platform, or such other channels authorized by the GPPB shall publish its invitation to bid, at least once, in a newspaper of general nationwide circulation.

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

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

In the case of World Bank funded projects, the Request for Expression of Interest shall be sent to all who have expressed an interest in undertaking the services as a result of any General Procurement Notice issued. In addition, it shall also be sent to all heads of associations of consultants within the area where the project will be undertaken.



## **PHILIPPINE NATIONAL OIL COMPANY**

*PNOC Building VI, Energy Center*

*Rizal Drive, BGC, Taguig City*

*Tel. No.: (02) 8789 – 7662*

[www.pnoc.com.ph](http://www.pnoc.com.ph),

[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

### **Request for Expression of Interest for Procurement of Consulting Services for the PNOC Building 5 and 6 Structural Assessment REI No. 2026-02-016**

- 1) The **Philippine National Oil Company**, through the 2026 Approved Corporate Operating Budget<sup>4</sup> intends to apply the sum of **Nine Million Five Hundred Thousand Pesos (Php9,500,00.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Consulting Services for the PNOC Building 5 and 6 Structural Assessment/REI No. 2026-02-016**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
- 2) The **Philippine National Oil Company** now calls for the submission of short-listing documents for **Procurement of Consulting Services for the PNOC Building 5 and 6 Structural Assessment located at Energy Center, Rizal Drive, BGC, Taguig City**<sup>5</sup>. Short-listing documents of interested consultants must be duly received by the Bids and Awards Committee (BAC) Secretariat on or before **March 05, 2026 (10:00AM PST)** at **PNOC Bldg. 6, Energy Center, Rizal Drive, BGC, Taguig City**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
- 3) Interested bidders may obtain further information from **PNOC Procurement Management Division** and inspect the Bidding Documents at the address given below from **8:00 AM to 5:00 PM**.
- 4) A complete set of Bidding Documents (Part 1) may be acquired by interested Bidders on **February 26, 2026** from the given address below. Short Listed Consultants may only be allowed to acquire the Bidding Documents (Part 2) and submit their Technical and Financial Proposal upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Nine Thousand Five Hundred Pesos (Php9,500.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

---

<sup>4</sup> In the case of National Government Agencies, the General Appropriations Act or other source of funds; in the case of GOCCs, GFIs, and SUCs, the corporate budget for the contract approved by the governing Boards; in the case of LGUs, the budget for the contract approved by the respective Sanggunian through an appropriations ordinance. (Section 5(a), RA No. 12009)

<sup>5</sup> A brief description of the terms of reference of the Consulting Service should be provided, including outputs/deliverables, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

- 5) The BAC shall draw up the short-list of consultants from those who have submitted Expression of Interest, including the short-listing documents, and have been determined as eligible in accordance with the provisions of Republic Act (RA) No. 12009, otherwise known as the “New Government Procurement Act”, and its Implementing Rules and Regulations (IRR). The short-list shall consist of **top three (3) prospective bidders garnering at least a rating of 50% out of 100%**; in case of one (1) or less than the required number apply for eligibility and short-listing, pass the eligibility check, and/or the minimum score required in the short-listing, the BAC shall consider the same<sup>6</sup> who will be entitled to submit bids manually. The criteria and rating system for short-listing are:

Criteria	Percentage
<b>I. Applicable Years of Experience and Track Record of the Consultancy Management Services/Firm</b>	<b>30</b>
<b>II. Qualification of Key Personnel to be assigned to the Project</b>	<b>50</b>
<b>III. Current Workload Relative to Capacity</b>	<b>20</b>
<b>Total</b>	<b>100</b>

- 6) Bidding will be conducted through competitive selection using non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of RA No. 12009.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

- 7) The Procuring Entity shall evaluate bids to determine the Highest Rated Bid using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)* procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
- 8) Short-Listing Documents must be received by the Procuring Entity’s BAC at the address indicated in the Request for Expression of Interest or through online submission on or before the date and time indicated in the **SDS**.
- 9) The contract shall be completed within **one hundred (100) calendar days upon receipt of the Notice to Proceed (NTP)**.
- 10) All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
- 11) The certification as to the current workload relative to capacity shall be made in accordance with the Instructions to Bidders in relation to TPF 5 therein.
- 12) *For downloading of Bidding Documents:*  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph) and <http://www.pnoc.com.ph/bids-notice/>
- 13) The *Philippine National Oil Company* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in

<sup>6</sup> For World Bank financed contract, the short-list should be no fewer than five (5) and not more than eight (8) Eligible Firms (The World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers (6<sup>th</sup> Edition, February 2025).

accordance with Section 70 of RA No. 12009 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

14) For further information, please refer to:

***The Secretariat***

***Bids and Awards Committee***

*GF PNOG Bldg. 6, Energy Center, Rizal Drive*

*Bonifacio Global City, Taguig City*

*Tel No.: 8789-7662 local 5129*

*Email: [ergenoso@pnoc.com.ph](mailto:ergenoso@pnoc.com.ph) / [procurement@pnoc.com.ph](mailto:procurement@pnoc.com.ph)*

*Website: [www.pnoc.com.ph](http://www.pnoc.com.ph) / [www.philgeps.gov.ph](http://www.philgeps.gov.ph)*

*February 26, 2026*

  
**ATTY. JOSEPHINE CASSANDRA J. CUI**  
*BAC Chairperson*

## ***Section II. Short-Listing Documents***

### **Notes on the Short-Listing Documents**

This Section provides the information necessary for prospective bidders to prepare responsive Short-listing Documents, in accordance with the requirement of the Procuring Entity.

No changes shall be made to the provisions contained in this Section. Additional information or requirements specific to each procurement shall be specified in the Short-listing Data Sheet (SDS).

## 1) Short-listing Criteria

1.1 The following persons/entities shall be allowed to participate in the bidding for Consulting Services:

- a) Duly licensed Filipino citizens/sole proprietorships;
- b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- d) Cooperatives duly organized under the laws of the Philippines; or
- e) Persons or entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%), **subject to the latest foreign investment negative list**. For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their Joint Venture Agreement (JVA).

1.2 When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **SDS**.

1.3 If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **SDS**.

1.4 Government Owned or - Controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

## 2) Eligibility Requirements

2.1 The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. The following eligibility requirements, together with the Short-listing 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 of this Section for purposes of determining eligibility of prospective bidders:

- a) PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR.
- b) Statement 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 procurement project, within the relevant

period provided in the **SDS which shall not exceed ten (10) years.** The statement shall include, for each contract, the following:

- i) the name and location of the contract;
  - ii) date of award of the contract;
  - iii) type and brief description of Consulting Services;
  - iv) consultant's role (whether main consultant, or partner in a JV)
  - v) amount of contract;
  - vi) contract duration; and
  - vii) certificate of satisfactory completion or equivalent specified in the **SDS** issued by the client, in the case of a completed contract.
- c) 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.
- d) *[If applicable]* the JVA in case the joint venture is already in existence, or in the absence of a JVA, a duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

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 or post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, as defined in Section 20.9.2 of the IRR, except for countries identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

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. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with Filipino Consultants.

2.4 To facilitate the determination of eligibility, the BAC shall use the contents of the PhilGEPS electronic registry of manufacturers, suppliers, distributors, contractors, or consultants, in accordance with Section 20 of the IRR.

### **3) Format and Signing of Short-listing Documents**

3.1 Prospective bidders shall submit their short-listing documents through their duly authorized representative on or before the deadline specified in Clause 5 of this Section.

3.2 The Short-listing 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 short-listing documents.

3.3 Any insertions, 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 Short-listing Documents**

4.1 Prospective bidders shall enclose their short-listing documents described in Clause 2.1, in a sealed envelope marked "SHORT-LISTING DOCUMENTS."

4.2 The short-listing documents as indicated in the **SDS** shall be signed by the prospective bidder or its duly authorized representative/s.

4.3 All envelopes shall:

- a) contain the name of the contract to be bid in capital letters;
- b) bear the name and address of the prospective bidder in capital letters;
- c) be addressed to the Procuring Entity's BAC specified in the **SDS**;
- d) bear the specific identification of this Project indicated in the **SDS**; and
- e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of short-listing documents, in accordance with Clause 5.

4.4 Unsealed or unmarked envelopes or short-listing documents that cannot be opened or corrupted in case of online submission, as required in the Bidding Documents, shall be rejected. However, for manually submitted envelopes that are not properly sealed and marked as required in the Bidding Documents, the same shall be accepted; Provided, that the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for misplacement of the contents of the short-listing documents, or for its premature opening.

#### 5) **Deadline for Submission of Short-listing Documents**

Short-listing documents must be received by the Procuring Entity's BAC at the address indicated in the Request for Expression of Interest or through online submission on or before the date and time indicated in the **SDS**.

#### 6) **Late Submission of Short-listing Documents**

Any short-listing documents submitted after the deadline for submission and receipt prescribed in Clause 5 of this Section 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 short-listing documents, the Bidder's name, its representative and the time the short-listing documents were submitted late.

#### 7) **Modification and Withdrawal of Short-listing Documents**

7.1 The prospective bidder may modify its short-listing documents before the deadline for the submission and receipt of short-listing documents. For manual submission and receipt of short-listing documents, the prospective bidder shall not be allowed to retrieve its short-listing documents but shall be allowed to submit the modification to the short-listing documents equally sealed, properly identified, linked to its bid marked

as "SHORT-LISTING 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. For online submission, where bidders modify their short-listing documents, they shall not be allowed to retrieve their short-listing documents but shall only be allowed to submit the short-listing modification equally secured and properly identified, and it shall be labelled as a "modification" of the one previously submitted. The time indicated in the latest short-listing receipt page generated shall be the official time of submission. Short-listing documents submitted after the deadline shall not be accepted.

- 7.2 A prospective bidder may, in writing, withdraw its short-listing documents before the deadline for the submission and receipt of short-listing documents.
- 7.3 Short-listing 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 short-listing documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the short-listing 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 short-listing documents.

## **8) Opening and Preliminary Examination of Short-listing Documents**

- 8.1 The BAC will open the envelopes containing the short-listing 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 **SDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.
- 8.2 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 on the PhilGEPS website and the website of the Procuring Entity concerned.
- 8.3 Letters of withdrawal shall be read out and recorded during the opening of short-listing documents and the envelope containing the corresponding withdrawn short-listing documents shall be returned unopened to the withdrawing prospective bidder.
- 8.4 The short-listing documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
  - a) the name of the prospective bidder;
  - b) whether there is a modification or substitution; and
  - c) the presence or absence of each document comprising the short-listing documents vis-à-vis a check of the required documents.
- 8.5 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 short-listing document required, it 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, it shall be considered eligible to participate in the bidding, and the BAC shall mark the set of short-listing 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 short-listing 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 **SDS** 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 **SDS**.
- 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**

Decisions of the Procuring Entity at any stage of the procurement process may be protested to the HoPE; Provided, That a prior request for reconsideration should have been filed by the party concerned to the BAC and the same has been resolved.

### ***Section III. Short-listing Data Sheet***

#### **Notes on the Short-listing Data Sheet**

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the short-listing documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- a) Information that specifies and complements the provisions of the short-listing documents must be incorporated.
- b) Amendments and/or supplements, if any, to the provisions of the short-listing documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

## Short-listing Data Sheet

<b>Short-listing Documents</b>	
1.2	The scope of work for the Consultant includes:  3.1 Structural Assessment  3.2 Field Investigation  3.3 Structural Analysis and Design Retrofitting Measures
1.3	No further instructions.
2.1 (b)	The statement of all ongoing and completed government and private contracts shall include all such contracts <b>within ten (10) years</b> prior to the deadline for the submission and receipt of short-listing documents.
2.1 (b) (vii)	<i>State acceptable proof of satisfactory completion of completed contracts.</i> a. <i>Certificate of Completion / Acceptance</i> b. <i>Official Receipt</i>
4.2	<b><i>Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.</i></b>
4.3 (c)	<i>Bids and Awards Committee of the Procuring Entity concerned with the Project.</i>  <b><i>ATTY. JOSEPHINE CASSANDRA J. CUI</i></b> <i>Chairperson</i> <i>Bids and Awards Committee</i> <i>Philippine National Oil Company</i> <i>G/F PNOC Bldg. 6, Energy Center, Rizal Drive,</i> <i>Bonifacio Global City, Taguig City</i>
4.3 (d)	<b><i>Project Title: Procurement of Consulting Services for the PNOC Building 5 and 6 Structural Assessment</i></b> <b><i>Request for Expression of Interest No. 2026-02-016</i></b>
5	The address for submission of short-listing documents is <b><i>at PNOC Bldg. 6, Energy Center, Rizal Drive, BGC, Taguig City.</i></b>  The deadline for submission of short-listing documents is <b><i>March 05, 2026 (10:00 AM PST).</i></b>
8.1	The place of opening of short-listing documents is <b><i>PNOC Bldg. 6, Energy Center, Rizal Drive, BGC, Taguig City.</i></b>  The date and time of opening of short-listing documents is <b><i>March 05, 2026 (immediately after deadline of submission).</i></b>
9.1	Similar contracts shall refer to <i>projects involving structural assessment and retrofitting design.</i>

9.2

All bidders shall be pre-qualified/ shortlisted based on the following criteria. The bidders shall be ranked based on the ratings from the shortlisting process. Only the **top three (3) bidders** shall be requested to submit the Technical and Financial Proposals.

Criteria	Percentage
<b>I. Applicable Years of Experience and Track Record of the Consultancy Management Services/Firm</b>	<b>30</b>
a. Firm experience and track record in structural consulting	20
b. Track record in the conduct of structural assessment and retrofitting designs	10
<b>II. Qualification of Key Personnel to be assigned to the Project</b>	<b>50</b>
a. Relevant credentials specialization (e.g. relevant professional work experience)	25
b. Specialized professional trainings and/or participation in international, multi-lateral sponsored projects	10
c. Previous similar engagements in consultancy projects	15
<b>III. Current Workload Relative to Capacity</b>	<b>20</b>
<b>Total</b>	<b>100</b>

**(Please see Section VI. Terms of Reference for the detailed breakdown of the scoring and rating for each evaluation criterion pages 30-34).**

## **Section IV. Terms of Reference**

*[Terms of Reference normally contain the following sections: (a) Background; (b) Objectives; (c) Scope of the Services; (d) Training (when appropriate); (e) Reports and Time Schedule; and (f) Data, Local Services, Personnel, and Facilities to be provided by the Procuring Entity.]*

## **I. Project Description**

The Philippine National Oil Company (PNOC) requires the expertise of a structural engineering consultant to perform a comprehensive structural assessment and evaluation of PNOC Building 5 and Building 6. This assessment aims to evaluate the current condition of the buildings after retrofitting works and additional load installations to ensure ongoing safety, integrity, and compliance with current structural codes.

PNOC Building 5 is a five-storey structure featuring a roof deck and a basement, with a total floor area of approximately 9,738 square meters. A structural assessment conducted in 2020 revealed that the building did not meet the required seismic drift limitations. Consequently, retrofitting works were recommended and undertaken to strengthen non-compliant structural components, including columns, shear walls, beams, and ribbed slabs. In 2024, three additional cooling towers were installed on the roof deck, increasing the total number of cooling towers on the building to five.

PNOC Building 6 is a seven-storey structure with a basement and a combination of roof and roof deck, encompassing a total floor area of approximately 7,888 square meters. The most recent structural evaluation was completed in 2014, followed by retrofitting using a viscous damping system, which was finalized in 2018. In 2025, 82 solar panels were installed on the roof, occupying a surface area of 255 square meters. The photovoltaic (PV) system has an average load of 15 kilograms per square meter. According to the contractor's structural assessment, the installation was confirmed to be structurally sound.

## **II. Project Objectives**

The objectives of the project are:

- 2.1 Reassess the structural integrity, stability, and seismic performance of both buildings.
- 2.2 Determine whether the buildings conform to the latest National Structural Code of the Philippines (NSCP).
- 2.3 Validate the adequacy and effectiveness of the retrofitting measures implemented in Building 6.
- 2.4 Evaluate the impact of recent installations (cooling towers and PV solar panels) on the buildings' load capacity and structural performance.
- 2.5 Provide professional recommendations for any additional interventions, if required.

## **III. Scope of Work**

The scope of work for the Consultant includes:

### **3.1 Structural Assessment**

3.1.1 Inception Meeting: Conduct an inception meeting with PNOC representatives to clarify project scope, expectations, access protocols, and deliverable timelines.

3.1.2 Review of Available Documents:

- As-built plans and structural drawings
- Previous assessment reports of Building 5 and 6
- Retrofitting plans and as-built drawings
- Structural analysis reports

- Installation data for new cooling towers at Building 5 and Solar PV system at Building 6

### 3.1.3 Load Assessment

- Evaluate the structural impact of five (5) cooling towers on Building 5's roof deck and 82 solar panels on Building 6's roof including distributed dead load (15 kg/m<sup>2</sup>).
- Reassess existing live and dead load assumptions based on current building use.

## 3.2 Field Investigation

### 3.2.1 Visual Inspection

- Inspect all structural elements (columns, beams, slabs, and shear walls) for visible signs of distress, cracks, deformation, corrosion, or other deterioration.
- Assess roof deck and basement conditions with particular focus on retrofitted and load-bearing areas.

### 3.2.2 Foundation Investigation

- Determine the depth of bottom of footing, dimensions of footing, reinforcement and spacing.
- Prepare foundation investigation report as output of this work.
- The Consultant shall take steps to minimize any disturbance, in case excavation of the footing will be necessary while the building is in service.

### 3.2.3 Geotechnical Investigation

- Conduct a geotechnical investigation to determine, at minimum, the allowable soil bearing capacity and liquefaction resistance factor.
- The Consultant shall extract a minimum number of boreholes in accordance with NSCP 2015:

<b>Minimum numbers of boreholes per Structure (NSCP 2015)</b>	
Footprint area of Structure, A (m <sup>2</sup> )	Minimum Required Number of Boreholes
$A \leq 50$	1
$50 < A \leq 500$	2
$A > 500$	$2 + A/1000$ (round to the nearest integer)

- For adjacent buildings, the Consultant shall ensure boreholes are located to adequately assess potential soil interaction and influence on

- existing structures, including assessing foundation loads, soil stability, and liquefaction potential.
- The Consultant shall test the representative soil samples obtained to the following laboratory tests:
    - Grain Size Analysis (ASTM D422)
    - Moisture Content (ASTM D2216)
    - Atterberg Limits (ASTM D4318)
    - Soil Classification (ASTM D2487)
  
  - Prepare geotechnical investigation report as output of this work.

### 3.3 Structural Analysis and Design Retrofitting Measures

#### 3.3.1 Demand Analysis

- The Consultant shall undertake the structural engineering analysis to determine the demands on the building. The demand analysis shall comply with the requirements of the National Structural Code of the Philippines (NSCP) 7<sup>th</sup> Edition 2015 considering the revised applicable earthquake, design parameters, as well as other latest applicable international code of practice.
- The Consultant shall include all the structural systems of the footings/piles, beam-column connection joints, and for all the relevant failure modes.

#### 3.3.2 Capacity Analysis

- The Consultant shall determine the capacities of all structural systems, and the beam-column connection joints selection for all the relevant failure modes.
- The Capacity Analysis shall comply with all the requirements of the National Structural Code of the Philippines (NSCP) 7<sup>th</sup> Edition 2015 as well as other latest applicable international code of practice.

#### 3.3.3 Determination of Structural Adequacy

- The Consultant shall determine the Demand-Capacity Ratios for all the structural systems, and the beam-column connection joints for all the relevant failure modes.
- The Consultant shall determine the structural elements with structural deficiencies.
- The Consultant shall determine the Demand- Capacity Ratio for Liquefaction.

#### 3.3.4 Recommendations

- The Consultant shall identify at least three (3) retrofitting schemes, which shall comply with the NSCP 7<sup>th</sup> Edition 2015, in this case wherein certain structural elements of the building are found adequate.
- The Consultant shall consider Life Safety Level Performance in identifying the retrofitting measures to minimize the cost of retrofitting and achieve acceptable earthquake performance in accordance with ASCE 41-13, Seismic Evaluation and Retrofitting of Existing Buildings.'
- The Consultant shall recommend the most suitable retrofitting scheme and conduct a Cost Basis Analysis (CBA).
- The Consultant shall prepare preliminary design drawings, reports and cost estimates of the approved retrofitting measure.

### 3.3.5 Contract Drawings

- Upon the approval of PNOC, the Consultant shall prepare the detailed retrofitting design drawings and reports, complying the NSCP 7<sup>th</sup> Edition 2015.

### 3.3.6 Deliverables

- The Consultant shall prepare and submit calculations, as-found structural drawings and test results, signed and sealed by Structural Engineer.
- The Consultant shall prepare and submit the Structural Analysis Report which shall contain the results of the Demand Analysis, Capacity Analyses, Demand-Capacity Ratios, and identified Retrofitting Measures.
- The Consultant shall prepare the Cost Benefit Analysis Report and the Recommendations.
- The Consultant shall finalize the design drawings and reports for the retrofitting works, prepare and submit 5 sets of retrofitting calculations and structural drawing signed and sealed by Structural Engineer.
- The Consultant shall prepare and submit technical specifications, work schedule, detailed scope of works with bill of quantities/materials and detailed cost estimates.
- All plans and drawings shall be in A3 size format, while design calculations and reports shall be in A4 size format. All electronic files of these documents (PDF and DWG formats) shall also be submitted.

## **IV. Project Execution Requirements**

### **A. Methodology Requirements**

1. Submission of Gantt chart for determination of activities and timelines.
2. Mobilization
  - a. The Consultant shall validate and check conditions on-site which may have an effect on the work and shall immediately notify PNOC before commencing works.
  - b. The Consultant shall provide safety signages/ early warning signs that are visible at the jobsite.
  - c. All temporary services and facilities installed by the Consultant shall be removed by the Consultant upon completion of this Contract. The

Consultant shall restore any damaged and/or altered areas caused by such removal or during project implementation.

**Additional Requirements:**

**A. General Conditions**

1. The Consultant shall commence the work on the agreed Start Date and shall carry out the work in accordance with the program of work submitted by the Contractor, as updated, with the approval of the PNOC Admin-GSD representative and complete the project by the completion date as indicated on the TOR.
2. The Consultant shall request a coordination meeting before mobilization.
3. The Consultant must comply with all standard health and safety requirements to include, among others, the use of personal protective equipment by all workers, installation of safety signages, proper wearing of ID and observe company rules and regulations on safety and security.
4. A joint inspection must be conducted by the Consultant and PNOC Representatives on the specific works to be done for the project.
5. The Consultant is required to submit the following items subject for approval of PNOC prior to commence of the Work:
  - a. Methodology
  - b. Manpower List
  - c. Tools and Equipment List
  - d. Work Schedule and S-Curve
6. The Consultant shall secure the PNOC Work Permit System prior to execution of works.
7. The Consultant must conduct proper planning and safety orientation meetings with all personnel involved in the work prior to commencement.
8. The Consultant is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring.
9. The Consultant shall be solely liable for all accident claims and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.
10. The Consultant shall hold PNOC and its personnel free from any and all liabilities for damages arising from injuries or liabilities to persons or damages to property occasioned by any act or omissions including any and all expenses which may be incurred by PNOC and its personnel in the defense of any claim, action or suit.
11. The Consultant shall be liable for all direct and consequential damages arising out of any failure to perform the work in accordance with the schedule and with terms and conditions of the contract documents.

**B. Site Possession**

1. The Consultant confirms that he has inspected the site where the work will be performed; that he is fully aware of the conditions which might affect the nature, extent, and cost of the work required; that PNOC shall in no way be responsible for any costs or expenses which may be incurred on account of the failure of the Consultant to make an accurate examination of present and/or assessment of future factors that may affect the cost of execution.
2. Tapping of equipment and other related work shall be properly coordinated with PNOC-Admin GSD designated representative for provision of electrical power source for outlets.

3. The GSD shall designate a specific area to be used by the Contractor as temporary facilities/storage area/ administration are in connection with the project.

**V. Eligibility, Qualification and Expertise Required**

The consulting services shall meet all the requirements set forth under the New Government Procurement Act (RA 12009) to be eligible to participate in the procurement.

5.1 Experience and track record in similar projects

- o The Consultant shall have a proven track record of ten (10) years as a structural consulting firm.
- o The Consultant must have completed at least three (3) completed projects involving structural assessment and retrofitting design.

5.2 Technical expertise and key personnel

The Consultant must deploy a team of professionals with the following minimum qualifications and experience to perform the services.

KEY PERSONNEL	QUALIFICATIONS	RELEVANT EXPERIENCE
<b>Principal Structural Engineer</b>	Registered Civil Engineer	Minimum of ten (10) years' experience in the field of Structural Engineering.  Must have been involved at least five (5) similar structural assessment and retrofitting design projects.
<b>Sr. Structural Engineer</b>	Registered Civil Engineer	Minimum of five (5) years' experience in the field of Structural Engineering.  Must have been involved at least three (3) similar structural assessment and retrofitting design projects.
<b>Jr. Structural Engineer</b>	Registered Civil Engineer	Minimum of two (2) years' experience in the field of Structural Engineering.  Must have been involved at least one (1) similar structural assessment and retrofitting design project.
<b>Geotechnical Engineer</b>	Registered Civil Engineer	Minimum of two (2) years' experience in geotechnical investigation.  Must have been involved at least one (1) similar structural assessment and retrofitting design project.
<b>Quantity Surveyor/Cost Engineer</b>	Registered Civil Engineer	Minimum of two (2) years' experience in quantity/cost estimating.  Must have been involved at least one (1) similar structural assessment and retrofitting design project.

## VI. Rating Criteria

6.1 All bidders shall be pre-qualified/ shortlisted based on the following criteria. The bidders shall be ranked based on the ratings from the shortlisting process. Only the **top three (3) bidders** shall be requested to submit the Technical and Financial Proposals.

Criteria	Percentage
<b>I. Applicable Years of Experience and Track Record of the Consultancy Management Services/Firm</b>	<b>30</b>
a. Firm experience and track record in structural consulting	20
b. Track record in the conduct of structural assessment and retrofitting designs	10
<b>II. Qualification of Key Personnel to be assigned to the Project</b>	<b>50</b>
a. Relevant credentials specialization (e.g. relevant professional work experience)	25
b. Specialized professional trainings and/or participation in international, multi-lateral sponsored projects	10
c. Previous similar engagements in consultancy projects	15
<b>III. Current Workload Relative to Capacity</b>	<b>20</b>
<b>Total</b>	<b>100</b>

*Rating Criteria for the firm:*

Rating System				
Criteria	Points			Score
	10	15	20	
Years in the industry	10 years	>10 to 15 years	>15 years	
<b>Criteria</b>	<b>5</b>	<b>8</b>	<b>10</b>	<b>Score</b>
Completed consultancy contract in structural assessment and retrofitting designs	3 projects	4 to 7 projects	>7 projects	
<b>Total</b>				

*Rating Criteria for the Key Personnel:*

A. Professional Years of Experience

Rating System					
Key Personnel	Unit of Measure	Points			
		15	20	25	Score
Principal Structural Engineer	Years of Professional Experience	10	>10 to 15	>15	
Sr. Structural Engineer		5	>5 to 8	>8	
Jr. Structural Engineer		2	>2 to 3	>3	
Geotechnical Engineer		2	>2 to 3	>3	
Quantity Surveyor/Cost Engineer		2	>2 to 3	>3	
<b>Total</b>					

*Note: The overall points will be calculated as the average of the individual points of key personnel*

**B. Specialized professional trainings**

Rating System					
Key Personnel	Unit of Measure	Points			
		5	8	10	Score
Principal Structural Engineer	Number of trainings attended	5	6 to 10	>10	
Sr. Structural Engineer		3	4 to 8	>8	
Jr. Structural Engineer		1	2 to 5	>5	
Geotechnical Engineer		1	2 to 5	>5	
Quantity Surveyor/Cost Engineer		1	2 to 5	>5	
<b>Total</b>					

*Note: The overall points will be calculated as the average of the individual points of key personnel*

**C. Previous engagement in similar/related/identical projects**

Rating System					
Key Personnel	Unit of Measure	Points			
		5	10	15	Score
Principal Structural Engineer	Number of project involved in structural assessment and retrofitting design projects	5	6 to 10	>10	
Sr. Structural Engineer		3	4 to 5	>5	
Jr. Structural Engineer		1	2 to 3	>3	
Geotechnical Engineer		1	2 to 3	>3	
Quantity Surveyor/Cost Engineer		1	2 to 3	>3	
<b>Total</b>					

*Note: The overall points will be calculated as the average of the individual points of key personnel*

**Current Workload Relative to Capacity:**

Current workload relative to capacity refers to the number of ongoing projects of consultants (as indicated in the List of All Ongoing Government and Private Contracts including Contracts Awarded but not yet started).

Rating System						
Criteria	Points					Score
	6	9	12	15	20	
List of ongoing projects (including awarded projects but not yet started)	>10	9 to 10	6 to 8	4 to 5	1 to 3	

## 6.2 Criteria and Scoring System for the Evaluation of Technical and Financial Bids

Evaluation shall be based on the Quality-Cost Based Evaluation (QCBE) procedure wherein the Technical Proposal together with the Financial Proposal shall be considered.

Criteria	Points
<b>Technical Proposal</b>	<b>80</b>
Approach and Methodology	30
Work Plan	20
Staffing	10
Consultant qualification (Firm and Expert's Qualification)	20
<b>Financial Proposal</b>	<b>20</b>
<b>Total</b>	<b>100</b>

### 1. Technical Proposal- 80%

#### A. Approach and Methodology- 30%

Criteria	Weight	Score	Description/Characteristics
Approach and Methodology	30%	10	Methodology lacks structure and technical depth. Fails to present a clear approach for structural assessment and retrofitting design. Missing essential elements such as evaluation framework, risk assessment, and coordination with existing structural conditions.
		15	Basic methodology showing limited understanding of structural assessment and retrofitting principles. Integration of qualitative and quantitative evaluations is minimal, and the risk management or safety assessment approach is generic or underdeveloped
		20	Methodology is clear and includes moderate integration of data collection, analysis, and design assessment. Demonstrates basic understanding of retrofitting techniques but lacks innovation or comprehensive evaluation tools. Risk mitigation measures are defined but not detailed.
		25	Methodology is well-structured and demonstrates sound understanding of structural assessment and retrofitting design processes. Includes detailed procedures for data gathering, structural analysis, and evaluation of retrofitting options. Risk management and quality assurance strategies are well-defined and applicable.

		30	Methodology is comprehensive, data-driven, and innovative. Clearly defines the step-by-step approach for condition assessment, structural modelling, retrofitting design, and validation. Incorporates advanced evaluation tools, proactive risk mitigation, and sustainability considerations. Methodology is adaptable to site-specific conditions and aligned with industry standards (e.g., NSCP, ACI, and ASCE).
--	--	----	---

*B. Work Plan- 20%*

Criteria	Weight	Score	Description/Characteristics
Work Plan	20%	6	Work plan is poorly developed and largely generic. Key activities for structural assessment are missing or inadequately described. Sequencing, timelines, and outputs are unclear or unrealistic. The work plan does not demonstrate an understanding of the project objectives and site conditions.
		9	Work plan identifies major activities but lacks detail and logical sequencing. Timelines are vague or not aligned with the required project duration. Deliverables, methodologies, and coordination among activities are insufficiently defined.
		12	Work plan is generally acceptable and covers essential activities for structural assessment. Tasks are logically sequenced, but timelines, responsibilities, and interdependencies are not fully detailed. Risk identification and mitigation measures are limited or unclear.
		15	Work plan is detailed and well-organized, clearly presenting methodologies, activity sequencing, and realistic timelines consistent with the project duration. Roles and responsibilities are defined, and key deliverables are identified. However, minor gaps exist in risk management or coordination details.
		20	Work plan is comprehensive, clear, and technically sound. It demonstrates a thorough understanding of the project scope, including site inspection, testing, analysis, reporting, and recommendations. Activities are logically sequenced with realistic timelines and clear milestones. Roles and responsibilities are well-defined, risks are identified with appropriate mitigation measures, and the work plan ensures timely and effective completion of the structural assessment.

**C. Staffing- 10%**

Criteria	Weight	Score	Description/Characteristics
Staffing	10%	2	Staffing plan is very inadequate. Required key positions are missing or not identified. No defined roles, responsibilities, person-months, or level of effort. Proposed staffing does not demonstrate capability to undertake structural assessment and retrofitting services.
		4	Staffing plan is incomplete. Some positions are identified, but key experts are lacking. Roles, availability, and workload distribution are unclear or poorly defined. Technical capability for structural assessment is insufficiently demonstrated.
		6	Staffing plan includes basic required positions but shows limited alignment with project requirements. Availability, assignment duration, and person-months are not clearly defined. Coordination among disciplines is weak or inadequately explained.
		8	Staffing plan identifies qualified personnel with a reasonable distribution of tasks and person-months. Most key experts are available for the required duration, but workload balancing, coordination mechanisms, or contingency planning lack sufficient detail.
		10	Staffing plan is comprehensive, well-structured, and balanced. Key experts and support staff are clearly identified with defined roles, responsibilities, timelines, and level of effort. Personnel availability fully aligns with project requirements and milestones. Coordination and communication mechanisms are clearly established, ensuring effective implementation of the structural assessment.

**D. Consultant qualification (Firm and Expert's Qualification)- 20%**

Shortlisted bidders shall be rated based on the total score during the shortlisting stage. Rating for this criterion shall be determined using the following formula:

$$\text{Consultant Qualification (Firm and Experts)} = \frac{\text{Total shortlisting rating of the bidder}}{\text{Maximum shortlisting rating}} \times 20$$

**2. Financial Proposal- 20%**

The Approved Budget for the Contract (ABC) shall be the upper limit or ceiling for the acceptable Financial Proposal. Any Financial Proposal received in excess of ABC shall be automatically rejected;

The Financial Proposal shall be computed as follows:

1. The lowest financial proposal shall receive the maximum score of 20%.
2. The score of other financial proposals shall be computed using the formula:

$$\text{Financial Score} = \frac{\text{Lowest Financial Proposal}}{\text{Financial Proposal of the Bidder}} \times 100 \times 20\%$$

3. Overall Rating. The overall rating of the bidder shall be the sum of the ratings earned for the Technical and Financial Proposal. The overall rating shall be computed using the formula:

$$\text{Overall Rating} = \text{Technical Proposal Score} + \text{Financial Proposal Score}$$

#### VII. Terms of Payment

Milestone	Deliverables	Payment
Structural Assessment	Inception Report- 3 sets	20%
Field Investigation	Structural as-shown drawings- 3 sets Foundation and Geotechnical Investigation Report- 3 sets	30%
Structural Analysis and Design Retrofitting Measures	Structural Retrofitting Design Drawings signed and sealed by Structural Engineer- 5 sets Design Calculations, Methodology and Technical Specifications- 3 sets Cost Benefit Analysis Report and Recommendation- 3 sets Detailed Cost Estimates and Bill of Quantities- 3 sets Completion Report- 3 sets	50%

#### VIII. Project Duration

The scope and deliverables of this project shall be completed within **one hundred (100) calendar days** from the date of receipt of the Notice to Proceed.

Work Schedule: 7:00 AM onwards on weekdays, weekends and holidays.

*NOTE: Delays due to work stoppage resulting from the Consultant's non-compliance with the Safety, Health, Security, and Environmental policies of PNOC-Admin GSD, as ordered by PNOC-Admin GSD, shall still be counted within the original contract duration; i.e., no suspension of time shall be granted to the Consultant.*

SHORT-LISTING DOCUMENTS SUBMISSION FORM

---

*[Date]*

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short-listing for said Project and submits the attached short-listing documents in compliance with the Short-listing Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government or foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short-listed or not.

We further acknowledge that failure to sign this Short-listing Documents Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address

## STATEMENT OF THE CONSULTANT'S NATIONALITY

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In compliance with the requirements of the **Philippine National Oil company**, for the **[Project Title]** under **[Reference No.]**, I/We hereby declare the following:

1. [Select one and delete the rest]

[If domestic entity bidder] That (Name of Bidder) is a domestic *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the Philippines;

[If foreign entity bidder] That (Name of Bidder) is a foreign *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the (Name of Country);

[If foreign entity bidder] That (Name of Bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel (*Annex/es \_\_\_\_\_*); and
4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Consultant/Company: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Contact Nos: \_\_\_\_\_

*Format of Curriculum Vitae (CV) for Proposed Professional Staff*

Proposed Position						
<b>Personal Information</b>						
Name of Staff						
Address			Contact No.		Email Address	
Date of Birth		Citizenship		Civil Status		
<b>Project Experience (start from the current employment, add rows if necessary)</b> <i>Similar and Related to the Project</i>						
EMPLOYER (AGENCY / COMPANY NAME) (Write in Full)	CLIENT (COMPANY NAME) (Write in Full)	PROJECT TITLE With Brief Project Description (Write in Full)	PROJECT DURATION (MM/DD/YYYY)		POSITION TITLE (Write in Full)	DETAILED JOB DESCRIPTION
			START	END		
<b>Relevant Training (start from the most recent, add rows if necessary)</b>						
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by	
	From	To				
<b>Education (start from the most recent, add rows if necessary)</b>						
School	Inclusive Dates		Degree Course (Indicate if Completed)	Scholarships / Academic Honors Received		
	From	To				

<b>Technical Expertise</b>				
Database				
Operating Systems				
Application Software				
<b>Professional Licenses, Certificates, Other Credentials</b>				
Title			Date Received	

**Certification:**

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

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Printed Name and Signature of staff member]* *MM/DD/YYYY*

**Certified Correct:**

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Printed Name and Signature of authorized representative of the firm]* *MM/DD/YYYY*

STATEMENT OF COMPLETED CONTRACTS

This is to certify that \_\_\_\_\_ (consultant) \_\_\_\_\_ has the following completed contracts:

PROJECT NAME (INCLUDING NAME, ADDRESS OF CLIENT, CONTACT NO.)	DATE OF CONTRACT (MM/DD/YYYY)	TYPE OF CONTRACT  (BRIEF PROJECT DESCRIPTION)	START DATE (MM/DD/YYYY)	COMPLETION DATE (MM/DD/YYYY)	AMOUNT OF CONTRACT	CONSULTANT'S ROLE (DESCRIPTION OF ACTUAL SERVICES PROVIDED)

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that \_\_\_\_\_ (consultant) \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts:

DATE OF CONTRACT	CONTRACTING PARTY	NAME OF CONTRACT	TYPE OF CONTRACT	BRIEF DESCRIPTION OF CONSULTING SERVICE	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	CONSULTANT IS: a. main consultant b. subcontractor c. partner in a JV

*Note: If the bidder does not have any on-going project, please state "None" in the form above and include the form in the submission of eligibility requirements.*

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

## **Checklist of Eligibility Requirements**

1. Short-Listing Documents Submission Form (Annex A)

### **CLASS "A" Documents**

#### **Legal Documents**

2. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 20.2 of the IRR of RA 12009 or the New Government Procurement Act

#### **Technical Documents**

3. Statement of Consultant's Nationality (Annex B)
4. Curriculum Vitae for the Proposed Professional Staff (Annex C)
5. Statement of Completed Contracts (Annex D)
6. Certificate of Good Standing, Acceptance Report, Certificate of Satisfactory Service Rendered, or Any Proof of Satisfactory Completed Contracts
7. List of consultant's equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, or certification of availability of equipment from the lessor/ vendor for the duration of the project, as the case may be
8. Statement of Ongoing Contracts and Awarded but not yet Started Contracts (Annex E)

### **CLASS "B" Documents**

9. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

