

PHILIPPINE BIDDING DOCUMENTS

ESTABLISHMENT AND OPERATION OF A FUEL MARKING AND FIELD TESTING SYSTEM

for the

BUREAU OF CUSTOMS

PART 1

PUBLIC BIDDING NO. 18-031-8 (REI)

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CHECKLIST OF ELIGIBILITY REQUIREMENTS

I. Class "A" Documents –

- 1 Eligibility Documents Submission Form (Use Annex A)

Legal Documents

- 2 Business Registration Certificate (*Equivalent Document for Foreign Bidders*)
- 3 Business Permit (*Equivalent Document for Foreign Bidders*)
- 4 Tax Clearance Certificate
- 5 Audited Financial Statement which should not be earlier than two (2) years from the date of submission (*Equivalent Document for Foreign Bidders*)

Technical Documents

- 6 Statement of the Consultant's Nationality (Use Annex B)
- 7 Curriculum Vitae for the Proposed Professional Staff (Use Annex C)
- 8 Statement of Completed Contracts (Use Annex D)
- 9 Consultant's Project References (Use Annex D.1)
- 10 Certificate of Good Standing and Satisfactory Completion or equivalent document
- 11 Statement of Ongoing and Awarded But Not Yet Started Contracts (Use Annex E)

II. Class "B" Document –

- 12 If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

*Section I. Request for Expression of
Interest*



**REQUEST FOR EXPRESSION OF INTEREST FOR
THE ESTABLISHMENT AND OPERATION OF A FUEL MARKING AND
FIELD TESTING SYSTEM
FOR THE BUREAU OF CUSTOMS**

1. The Department of Budget and Management-Procurement Service (DBM-PS), through the 2017 General Appropriations Act and Trust Receipts of the Implementing Agencies per R.A. 10963, intends to bid and enter into a contract for the **Establishment and Operation of a Fuel Marking and Field Testing System for the Philippine Government** with a price ceiling of **P0.08/liter for a duration of five years**. Bids received in excess of the foregoing estimates, being the Approved Budget for the Contract (ABC) shall be automatically rejected at the opening of the financial proposals.
2. The firm is being engaged to assist the Government in performing the following tasks:
 - a. Establish and operate a fuel marking system that shall supply and inject fuel marker in all taxable fuel products except Jet A-1, Avgas, Crude Oil and LPG;
 - b. Implement and manage a nationwide fuel testing program, including fuel analysis and data management; and
 - c. Train and ensure transfer of technology to personnel of the Bureau of Customs and Bureau of Internal Revenue.

Fuel marking shall be established and operated at least in the ports and sub-ports located at Batangas, Subic, Bataan, Cagayan de Oro, Davao, Cebu, Manila, Iloilo, Tacloban, and Zamboanga, as well as the refineries of Petron Bataan and Shell Batangas.

There will be a **Pre-Engagement Conference on 08 June 2018 (10:00 AM)** at the **PS Complex, R. R. Road, Cristobal St., Paco, Manila**. It is not mandatory; non-attendance is not a ground for disqualification. However, it is recommended that prospective Firms be present during the scheduled activity to be guided in what to expect with the project and come up with a more definite offer. Two (2) representatives from each company shall be allowed to participate.

Eligibility documents of interested consultants must be duly received on or before 15 June 2018 (10:00 AM) at the **PS Complex, R. R. Road, Cristobal St., Paco, Manila**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

3. Interested bidders may obtain further information from DBM-PS and inspect the Bidding Documents at the address given below from 8:00 AM to 6:00 PM.

4. The Part I (Request for Expression of Interest) Bidding Documents may be acquired free of charge by interested Bidders on 04 June 2018 from 8:00 A.M. to 6:00 P.M. at the address below.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of **a maximum of five (5) prospective bidders** who will be entitled to submit bids. The criteria and rating system for short listing are:

Item	Criteria	Weight
1	Proven track record for at least ten (10) years in either (i) delivering government sponsored/funded fuel marking programs; or (ii) implementing fuel marking programs within a large geographic area in at least two (2) countries, with preference for developing countries.	70%
2	Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	20%
3	Current workload relative to capacity	10%
Total:		100%

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

7. The Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation/Selection** procedure. **The weights given to the Technical and Financial Proposals shall be 70% and 30%, respectively.** The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be for a term of **five (5) years**, subject to annual review of performance.
9. The DBM-PS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

Bids and Awards Committee VIII

Procurement Service

PS Complex, R. R. Road, Cristobal St., Paco, Manila

(02)354-1623 or (0917)537-8811

pd8@ps-philgeps.gov.ph

ENGR. JAIME M. NAVARRETE, JR
Chairperson, Bids and Awards Committee VIII

Section II. Eligibility Documents

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
- (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
- (a) Class “A” Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultants, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of

the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;

- (e) be addressed to the Procuring Entity's BAC specified in the EDS;
- (f) bear the specific identification of this Project indicated in the EDS; and
- (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause Error! Reference source not found. shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped

by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. **Protest Mechanism**

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	No further instructions.
1.3	<p>Foreign consultants may be eligible to participate in this Project, subject to the following conditions to be complied within ten (10) days upon receipt of the Notice of Award:</p> <p>a) must be registered with the SEC and/or any agency authorized by the laws of the Philippines;</p> <p>b) when the types and fields of consulting services in which the foreign consultant wishes to engage involve the practice of regulated professions, the foreign consultant must be authorized by the appropriate GoP professional regulatory body specified in Clause 1.2 to engage in the practice of those professions and allied professions: <i>Provided, however,</i> That the limits of such authority shall be strictly observed.</p>
2.1(a)(ii)	<p>The statement of all ongoing and completed government and private contracts shall include all such contracts <i>within fifteen (15) years</i> prior to the deadline for the submission and receipt of eligibility documents.</p> <p>Attached as Annexes “D” and “E” in Section IV. Bidding Forms are the standard forms for this requirement including the instructions and guidelines in the accomplishment of said forms.</p>
2.1(a)(ii.7)	<p>Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented <i>similar projects (clause 9.1)</i> to their client’s expectation. <u>This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.</u></p>
4.2	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(e)	<p>Procuring Entity’s Address is:</p> <p><i>Bids and Awards Committee VIII</i> <i>Procurement Service</i> <i>PS Complex, R. R. Road, Cristobal St.,</i> <i>Paco, Manila</i></p>
4.3(f)	Establishment and Operation of a Fuel Marking and Field Testing System
5	The address for submission of eligibility documents is:

	<p>Bids and Awards Committee VIII Procurement Service PS Complex, R. R. Road, Cristobal St., Paco, Manila E-mail: pd8@ps-philgeps.gov.ph</p> <p>The deadline for submission of eligibility documents is on 15 June 2018 (10:00 AM).</p>										
8.1	<p>The place of opening of eligibility documents is:</p> <p>Bids and Awards Committee VIII Procurement Service PS Complex, R. R. Road, Cristobal St., Paco, Manila E-mail: pd8@ps-philgeps.gov.ph</p> <p>The date and time of opening of eligibility documents is on 15 June 2018 (10:00 AM).</p>										
9.1	<p>Similar contracts shall refer to Fuel Marking and Field Testing System.</p>										
9.2	<p>Evaluation Criteria for Short Listing of Bidders for the Establishment and Operation of a Fuel Marking and Field Testing System</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Proven track record for at least ten (10) years in either (i) delivering government sponsored/funded fuel marking programs; or (ii) implementing fuel marking programs within a large geographic area in at least two (2) countries, with preference for developing countries.</td> <td>70</td> </tr> <tr> <td>Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking</td> <td>20</td> </tr> <tr> <td>Current workload relative to capacity</td> <td>10</td> </tr> <tr> <td style="text-align: right;">Total:</td> <td>100</td> </tr> </tbody> </table> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Based on the above criteria, the bidders shall be ranked according to their total equivalent points. 2. Only the top five (5) bidders meeting the cut-off score of sixty (60) points shall be included in the shortlist. 3. See Annex F for the detailed Shortlisting Evaluation. 	Criteria	Score	Proven track record for at least ten (10) years in either (i) delivering government sponsored/funded fuel marking programs; or (ii) implementing fuel marking programs within a large geographic area in at least two (2) countries, with preference for developing countries.	70	Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	20	Current workload relative to capacity	10	Total:	100
Criteria	Score										
Proven track record for at least ten (10) years in either (i) delivering government sponsored/funded fuel marking programs; or (ii) implementing fuel marking programs within a large geographic area in at least two (2) countries, with preference for developing countries.	70										
Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	20										
Current workload relative to capacity	10										
Total:	100										

Section IV. Bidding Forms

(ANNEX A)

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

*Procurement Service
PS Complex, R. R. Road, Cristobal St., Paco, Manila*

Ladies/Gentlemen:

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

In line with this submission, we certify that:

- b) [Name of Consultant] is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- c) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

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

Yours sincerely,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant: _____

Address: _____

(ANNEX B)

STATEMENT OF THE CONSULTANT'S NATIONALITY

*Procurement Service
PS Complex, R. R. Road, Cristobal St., Paco, Manila*

Ladies/Gentlemen:

In compliance with the requirements of the Department of Budget and Management – Bids and Awards Committee (DBM-PS BAC) for the bidding of the *(Name of the Project/Public Bidding No. __)*, I/we hereby declare the following:

1. [Select one and delete the rest].

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

[If foreign entity bidder] That (Name of the 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.			
9.			
10.			

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: _____ Contact No/s. _____

(ANNEX C)

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

FIRM'S PROFILE

Name of Firm		
Form of Organization	Year Established	
Business Address		
Principal Contact Person		
Telephone Number	Fax Number	Email
General Description and Technical Capabilities		

Field of Specialization and Type of Services

Field	Service Provided	Experience (No. of Years)

Company Officers and Key Personnel

Name	Position	Education	Expertise	Years with Firm	Age

Current Number of Personnel

Position	Number		
	Full time	Part time	Total

Awards, Certifications, Relevant Distinctions

Name	Given By	Date

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

KEY PERSONNEL PROFILE

Proposed Team:		<i>Please check:</i>			
<input type="checkbox"/>		<input type="checkbox"/>			
Key Personnel		Staff			
Name of Position:					
Personal Information					
Name of Staff					
Address		Contact No.	Email Address		
Date of Birth		Citizenship	Civil Status		
Work Experience (start from the current employment)					
Company Name	Inclusive Dates		Total (Years,Months)	Position Title	Actual Duties and Responsibilities
	From	To			

Current Workload *(include workload or projects from other companies, if any)*

Company Name	Inclusive Dates		Total <i>(Years,Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

Relevant Training *(start from the most recent)*

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education (start from the most recent)

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, Other Credentials	
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 experience.

Date: _____

Name and Signature

STATEMENT OF COMPLETED CONTRACTS (ANNEX D)

This is to certify that _____ (consultant) has the following completed contracts for the period CY 2003-2018:

Date of Contract	Name of Contract	Location the of Contract	Date of Award of Contract	Type and Brief Description of Consulting Service (d)	Consultant is: a. main consultant b. subcontractor c. partner in a JV	Amount of Contract	Contract Duration

Name and Signature of Authorized Representative

Date

Representative

Attachments:

- 1 Project References in the "Annex D.1"
- 2 Certificate of satisfactory completion or certificate of acceptance from the client or official receipt clearly indicating full and final payment
- 3 Copy of the contract, or contract abstract, clearly stating the scope of the contract/project/services

CONSULTANT'S PROJECT REFERENCES (ANNEX D.1)

Using the format below, provide information on similar projects involving similar services.

Project Name:	Country:
Total Project Cost :	
Location within Country:	Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:	Nº of Staff:
Address:	Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Approx. Value of Services:
Name of Associated Consultants, if any:	Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of Project:	
Description of Actual Services Provided by Your Staff:	

Statement of (i) Ongoing Contracts and (ii) Awarded But Not Yet Started Contracts (ANNEX E)

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 and Brief Description of Consulting Service	Amount of Contract	Value of Outstanding Contract	Consultant is: a. main consultant b. subcontractor c. partner in a JV

Name and Signature of Authorized Representative

Date

***Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:
 - i. Cut-off date is May 31, 2018.
 - ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- b) "Value of Outstanding Contract". Indicate here the Value of the Contract that has not yet been accepted and paid by the End-user.
 "Consultant is:". Indicate here whether the bidder is a main consultant, subcontractor or a partner in a Joint Venture

SHORTLISTING EVALUATION CRITERIA

*ESTABLISHMENT AND OPERATION OF A FUEL MARKING
AND FIELD TESTING SYSTEM
FOR THE BUREAU OF CUSTOMS*

Reference: PB No. 18-031-8 (REI)

Date of Opening: _____

Bidder: _____

Criteria	Score	%	Score
A. Applicable Experience of the Consultant		70	70.00
1. Proven track record, preferably ten (10) years in delivering government sponsored/funded Fuel Marking Programs.		50	50.00
- Fifteen (15) years or more	100		100.00
- Eleven (11) to Fourteen (14) years	85		
- Ten (10) years	70		
- Five (5) to Nine (9) years	55		
- Four (4) years and below	0		
2. Implementation of Fuel Marking Programs within a large geographic area, preferably in two (2) countries, with preference for developing countries		50	50.00
- Implemented four (4) or more Fuel Marking Programs	100		100.00
- Implemented three (3) Fuel Marking Programs	85		
- Implemented two (2) Fuel Marking Programs	70		
- Implemented one (1) Fuel Marking Program	0		
B. Qualification of Key Personnel		20	20.00
1. Preferably ten (10) years of experience for projects of similar scope and complexity:		25	25.00
- Fifteen (15) years of experience or more	100		100.00
- Eleven (11) to Fourteen (14) years of experience	85		
- Ten (10) years of experience	70		
- Five (5) to Nine (9) years of experience	55		
- Four (4) years of experience and below	0		
2. Preferably five (5) years of experience as a project manager in a Fuel Marking Program;		25	25.00
- Ten (10) years of experience or more	100		100.00
- Six (6) to Nine (9) years of experience	85		
- Five (5) years of experience	70		
- Three (3) to Four (4) years of experience	55		
- Two (2) years of experience and below	0		
3. Has implemented Fuel Marking Programs within a large geographic area, preferably in two (2) countries, with preference for developing countries		25	25.00
- Implemented four (4) or more Fuel Marking Programs	100		100.00
- Implemented three (3) Fuel Marking Programs	85		
- Implemented two (2) Fuel Marking Programs	70		
- Implemented one (1) Fuel Marking Program	0		

4. Relevant educational degree in management, accounting, law, or related fields.		25	25.00
- Master's Degree holder	100		
- College Degree holder	85		100.00
- Non-Degree Holder	0		
C. Current Workload		10	10.00
1. Current Project Workload (on-going contracts)		50	50.00
- Zero (0) to One (1) project workload	100		
- Two (2) to Three (3) projects workload	85		100.00
- Four (4) or more projects workload	70		
2. Financial Capacity		50	50.00
- More than the estimated cost of the project	100		
- Within 75% - 100% of the estimated cost of the project	85		100.00
- Within 50% - 74 % of the estimated cost of the project	70		
- Below 50% of the estimated cost of the project	55		
Total		100	100.00
Total Points			100.00

NOTES:

1. Based on the above criteria, the bidders shall be ranked according to their total equivalent points.
2. Only the top **five (5) bidders** meeting the cut-off score of **sixty (60) points** shall be included in the the shortlist.

Republic of the Philippines



Government Procurement Policy Board