

TERMS OF REFERENCE

Consulting Services for the Conduct of Value Engineering/Value Analysis (VE/VA) on the North-South Commuter Railway (NSCR) Project

I. Rationale

The Government of the Philippines (GOP) has recognized and identified in its 2011-2016 Philippine Development Plan (PDP) the significance of a balanced budget without compromising the attainment of its development goals and thrusts. The GOP is pursuing cost-efficient and cost-effective measures that support fiscal discipline and economic growth. One of the identified relevant measures is to subject GOP major projects and programs to Value Engineering/Value Analysis (VE/VA) studies to ensure that projects/programs achieve full functionality at the most appropriate design and least project cost.

VA, as defined by the Society of American Value Engineers International (SAVE International), is the systematic application of recognized techniques by a multi-disciplined team that identifies the functions of a product or service; establishes a worth for that function; generates alternatives through the use of creative thinking; and provides the needed functions, reliably at the lowest cost.

It has been observed that many of infrastructure projects that incur cost overruns upon completion, are delayed or behind their implementation schedule, and usually do not meet the targets set at the tendering stage. Some of the identified causes of deviations are due to inadequate project preparation and absence of policy framework on risk management and performance monitoring of infrastructure projects.

For the implementation of VE/VA, the NEDA Secretariat deems it necessary to procure consulting services to undertake VE/VA for the NSCR Project.

II. Project Background

The project involves the design and construction of a commuter railway, comprising of viaduct (Malolos to Paco and Bicutan to Sucat), underground (Buendia to FTI) and at-grade (Alabang to Calamba) structures, and depots, from Malolos, Bulacan to Calamba, Laguna using the Philippine National Railways (PNR) right-of-way (ROW). It also includes the procurement of rolling stock and the installation of electro-mechanical systems.

The commuter railway, starting from the old PNR Malolos station and terminating at the Calamba station, has an approximate length of 89.7 kilometers (km) and is proposed to be implemented thru the following phases:

	Location	Length (km)	No. of Stations*	Completion Year
Phase 1	Malolos-Tutuban	36.7	10	2019
Phase 2	Solis-FTI	15.6	9	2025
Phase 3	FTI-Calamba	37.4	22	2030
Total		89.7	41	

* The no. of stations to be constructed under Phase 3 includes five (5) future stations for Phase 1

Phase 1 of the project was approved by the Investment Coordination Committee (ICC) on 29 October 2014 (subject to the resolution of several concerns) and is awaiting NEDA Board confirmation. The results of this study may be recommended/considered in the DED stage.

III. Objectives

The study aims to conduct a VE/VA for the NSCR Project to establish that the commuter railway system is the optimal solution in improving the efficiency of land transit and transportation capacity of Metro Manila and its adjacent northern and southern suburban areas. Particularly, this VE/VA study will validate the technical aspect of the project by identifying alternatives and optimal designs (e.g., horizontal and vertical alignment, number and location of stations, demand forecasts, etc.) and the life cycle cost (LCC) of the NSCR as structured in the June 2014 Feasibility Study (F/S).

IV. Scope of Work

The consulting services shall involve the following activities:

1. Preparation of the general and detailed work plan for the conduct of VE/VA. The work plan shall include the timetable/schedule for each of the activities (such as Gantt Chart), and the composition of the VE Team to be assigned for the study/project;
2. Review of the pre-F/S and/or F/S undertaken on the project and other pertinent data needed in the conduct of VE/VA, including, but not limited to, validation of estimated project costs and design/configuration, and preparation of a life-cycle cost and/or other appropriate models;
3. Undertake primary data gathering including interviews with relevant individuals, agencies, institutions, etc., as may be needed;
4. Conduct of the VE/VA study for the project using the six-phase job plan¹ or similar methodology as illustrated in the VA Handbook for NEDA (2009) which has developed guidelines and analytical tools on value analysis.

¹See Annex A

5. Preparation of the VE/VA Reports for each scheme. The VE/VA Reports should be in accordance with the standards/formats provided by NEDA, and with the NEDA VA Handbook (2009);
6. Conduct of coordination meetings, as needed;
7. Conduct of meetings/presentations (listed in Section V) to NEDA, e.g., NEDA BOT Group, INFRACOM, etc;
8. Presentation of the final findings to NEDA, e.g., NEDA BOT Group, INFRACOM, etc;
9. Conduct of site visit and/or other activities, as needed, prior to formulation of the draft final VE/VA report; and
10. Performance of other tasks as may be required.

V. Deliverables

The following deliverables/outputs (in 5 hard and soft copies) will be expected from the consultants to be submitted to NEDA on the day/date specified below and based on the agreed general Work Plan:

Deliverables	Timelines
<p><u>VE/VA Work Plan</u></p> <p>Work Plan for the conduct of VE/VA on the project which will include the following:</p> <ul style="list-style-type: none"> • Description of the Work Plan, which includes the methodology and mechanics in conducting the VE/VA Report, and work timetable. The methodology to be used should be the 6-phase job plan or similar methodology/principle. The VA Handbook or the output of the Reform Agenda 006-07 shall be used as reference; and • List of main activities and tasks to be undertaken by the Consultant to develop the VE/VA Report, which shall also indicate the sequence and relationships between tasks and provide a realistic estimate of start and duration of each task. 	<p>Within seven (7) days upon Consultant's receipt of the notification from NEDA to commence VE/VA study.</p>
<p><u>Preliminary VE/VA Report</u></p> <p>Report on initial findings of the VE/VA study</p>	<p>Within fifteen (15) days after the NEDA approval of the Work Plan</p>

<p><u>Presentations to the NEDA Build-Operate-Transfer (BOT) Group and/or NEDA Board Committee on Infrastructure (INFRACOM)</u></p> <p>Presentations to the NEDA BOT Group of the Work Plan, Preliminary VA Report, Draft Final Report, and Final Report</p> <p>Presentation to the INFRACOM of the Draft Final Report</p>	<p>The earliest available schedule of the NEDA BOT Group meeting upon receipt by NEDA of the Report</p> <p>The earliest available schedule of the INFRACOM meeting upon receipt by NEDA of the Report</p>
<p><u>Final VE/VA Report</u></p> <p>Report incorporating comments/recommendations from the INFRACOM, as applicable, after the submission of the draft VE/VA Report and presentation to the INFRACOM.</p>	<p>Ten (10) days after the day of presentation to the INFRACOM.</p>

Note: The VE/VA report should contain the required format/information as indicated in the standards/formats provided by NEDA and should be in accordance with the format provided for in the NEDA Value Analysis (VA) Handbook (2009).
<http://www.neda.gov.ph/wp-content/uploads/2014/01/Value-Analysis-Handbook.pdf>

VI. Duration of Services and Implementation Arrangement

The consulting services should be completed not later than four (4) months, inclusive of the presentations to the INFRACOM, from the date of the Notice to Proceed (NTP) as shown below:

Timeline for the study²

Activity		Week 1							Week 2							Week 3							Week 4							Week 5						
Issuance of notice to proceed/ commence																																				
Orientation/ Leveling off																																				
Preparation and Submission of work plan																																				
1 st presentation																																				
NEDA approval of work plan																																				
VE/VA study																																				
Preparation and Submission of Preliminary VE/VA report																																				
2 nd Presentation																																				
NEDA review/approval of Preliminary VE/VA report																																				

²Includes the number of days for the IATWG to comment on the Reports/Deliverables

Activity	Week 6							Week 7							Week 8							Week 9							Week 10						
VE/VA study																																			
2 nd Presentation																																			
NEDA review/ approval of Preliminary VE/VA report																																			
Preparation and Submission of Draft Final report																																			
3 rd presentation																																			
NEDA review/approval of Draft Final report																																			
Incorporation of NEDA comments by Consultants and final presentation(s)																																			

Activity	Week 11							Week 12							Week 13							Week 14							Week 15-16						
NEDA review/approval of Draft Final report																																			
Incorporation of NEDA comments by Consultants and final presentation(s)																																			
Finalization / incorporation of NEDA additional comments, if any																																			
Submission of Final VE/VA Report																																			

The Consultant shall form the VE Team composed of a Team Leader and at least two (2) technical experts/consultants, a railway engineer and an economist. The Consultant shall conduct the VE/VA study including preparatory activities prior to the study proper following the activities indicated in Section IV (Scope of Work) and deliver the expected outputs in accordance with the schedules in Section V (Deliverables). It is expected that the consultants/VE Teams shall undertake the services in Manila and shall be working closely with NEDA, and other relevant government agencies.

Before the Consultants/VE Team start the VE/VA study for the project, an Inter-Agency Technical Working Group (IATWG) composed of at least two (2) technical personnel each from NEDA and relevant government agency/ies will also be created to coordinate with the Consultants and the government agencies during the course of the study.

VII. Responsibilities of NEDA and Relevant Implementing Agencies

The NEDA, and/or the concerned committee, shall supervise and provide the over-all guidance to the Consultants/VE Teams on the general direction of the study based on the project/study objectives as well as on relevant country policies and development plans, and will direct the engaged consultants and/or the VE Team on the succeeding or next steps to be undertaken during the course of the study.

The NEDA shall perform the following functions:

1. Provision of necessary/required information/data including feasibility studies and other technical documents for the conduct of VE/VA;
2. Provision of comments and recommendations in all the deliverables of the consultants/VE Team; and
3. Performance of other tasks as may be required.

The NEDA shall provide the following:

1. Ensure that the contents of the documents provided to the Consultant and the subsequent results of the VE/VA study will be kept confidential unless information sharing is warranted, as determined by the NEDA; and
2. Extend assistance in the coordination, preparation and arrangement of venue, equipment, materials and other logistics for the various meetings.

VIII. Consultant's Qualification Requirements

The Consultant³ for the study shall be a Consulting Firm, with the following composition and qualifications:

1. Consulting Firm
 - At least five (5) years of relevant experience relating to the development of mass transit systems

³The engagement of local consultants will be prioritized as long as the six-phase job plan or similar methodology illustrated in the VA Handbook is followed.

2. Team Leader⁴

- At least ten (10) years of work experience in the conduct of VA of major infrastructure projects; and
- Preferably with at least a Masteral Degree related to transportation engineering/planning from a reputable university.

3. Railway Engineer

- At least ten (10) years of relevant work experience inclusive of international work/training in rail transport network systems planning and/or operation; and
- At least a University/College Degree graduate with field related to transportation engineering/planning from a reputable university.

4. Transport Economist

- At least ten (10) years of relevant work experience in rail transport network systems planning and/or operation; and
- At least a University/College Degree graduate with field related to economics from a reputable university.

Selection Criteria for Shortlisting

In the case of foreign consultants, they are hereby advised to refer to the Revised Implementing Rules and Regulations of Republic Act (RA) 9184 otherwise known as the “Government Procurement Reform Act” for rules regarding their participation in the bidding process.

Prospective bidders are required to submit the following:

For the Firm

- a. List of completed and ongoing transportation related studies conducted within the past ten (10) years; and

For the Team Leader and Rail Expert

- b. Curriculum Vitae (CV) highlighting their relevant work experience in the conduct of VA

Note:

- Related experience/studies include conduct of pre-feasibility study (Pre F/S) and/or feasibility study (F/S) for the Team Leader and relevant work experience as stated in item VIII.3 above for the Rail Transport/Expert Specialist.
- The Team Leader and Rail Expert are requested to indicate 1) their role in a specific project, 2) the exact duration that they worked on the project, and 3) a brief description of the tasks that they have carried out (e.g. Project Manager/Team Leader, Feasibility Study for Rail Project, 11 May 2009 – 27 October 2010, drafted the work plan, employed options analysis, etc.).

⁴The Team Leader has the option to add up to two (2) additional experts as he may deem necessary.

Criteria for Shortlisting

1. Qualification of Firm – 30%
2. Team Leader Qualifications – 40%
3. Qualification of Key Personnel⁵ – 20%
4. Job Capacity – 10%

Selection Criteria

The shortlisted firms shall be required to submit their Technical and Financial Proposals. Proposals shall be evaluated using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure under Republic Act (RA) 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations (IRR). The weights allocated for the Technical and Financial Proposals are as follows:

I. Technical Proposal (80%)

- a. Experience and Capability of the Firm – 10 points*
- b. Qualification of Key Personnel – 50 points*
 - i. Team Leader – 30 points
 - ii. Other key staff – 20 points
- c. Plan, Approach and Methodology – 40 points*

II. Financial Proposal (20%)

IX. Approved Budget for the Contract (ABC)

The ABC is **PhP6,000,000.00**, inclusive of all applicable government taxes and charges, professional fees and other incidental and administrative costs (i.e., board and lodging, transportation, printing and reproduction of reports, and office supplies for the workshops and meetings).

Please note that this consulting contract shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to NEDA.

X. Payment Schedule

The scheme of payment is as follows:

Upon NEDA Approval of the Work Plan - - - - -	10% of contract price
Upon NEDA Approval of the Preliminary VE/VA Report - - - - -	20% of contract price
Upon NEDA Approval of the Draft Final VE/VA Report - - - - -	45% of contract price
Upon NEDA Approval of the Final VE/VA Report & Documentation of the VE/VA Study- - - - -	25% of contract price

⁵Organic/permanent personnel of firms

Advance Payment for Mobilization

An advance payment for mobilization amounting to 15 percent of the contract amount will be allowed under this contract subject to the posting of an irrevocable standby letter of credit issued by an entity acceptable to NEDA and of an amount equal to the advance payment. The advance payment shall be repaid by the Consultant by deducting from his progress payments such sum as agreed upon during contract negotiations until fully liquidated within the duration of the contract.

Retention Payment

- A. A retention payment of 10% shall be made by the Consultant. It shall be based on the total amount due to the Consultant prior to any deduction and shall be retained from every progress payment until fifty percent (50%) of the value of study, as determined by NEDA, are completed. If, after fifty percent (50%) completion, the study is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten percent (10%) retention shall be imposed.
- B. The total "retention money" shall be due for release upon approval of the Final Report. The Consultant may, however, request the substitution of the retention money for each progress billing with irrevocable standby letters of credit from a commercial bank, bank guarantees or surety bonds callable on demand, of amounts equivalent to the retention money substituted for and acceptable to NEDA, provided that the project is on schedule and is satisfactorily undertaken. Otherwise, the ten percent (10%) retention shall be made. Said irrevocable standby letters of credit, bank guarantees and/or surety bonds, to be posted in favor of NEDA shall be valid for the duration of the contract.

Annex A

The Six (6) Phase Job Plan:

1. **Information Phase-** the Consultant will review existing and proposed projects design, objectives, and preliminary cost information. The team should understand the limitations of the projects as well as the expected benefits.
2. **Function Analysis Phase-** the Consultant should define the projects' functions and review and analyze these functions to determine which need improvement, elimination, or creation to meet the goals.
3. **Creativity Phase-** the Consultant will employ professional creative techniques to identify other ways to perform the function(s).
4. **Evaluation Phase-** the Consultant will follow a structured evaluation process to select those ideas that offer the potential for value improvement while delivering the function(s)/objectives and considering performance requirements and resource limits.
5. **Development Phase-** the Consultant will develop the selected ideas into alternatives (or proposals) with a sufficient level of documentation to allow decision-makers to determine which alternative should be implemented.
6. **Presentation Phase-** the Consultant will develop a workshop report and/or presentation that document and convey the adequacy of the alternative(s) developed by the Consultant to the NEDA-Project Steering Committee.

ANNEX B

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, and of which at least sixty percent (60%) interest belongs to citizens 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 qualifications stated in the [EDS](#).
- 1.4. Government corporate entities 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 dependent agencies of the GOP or the Procuring Entity.

2. Eligibility Requirements

2.1. The following eligibility requirements 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) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the [EDS](#);
- (ii) Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) **Tax clearance** per Executive Order 398, Series of 2005 reviewed and approved by the BIR;

Technical Documents

- (iv) 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:
 - (iv.1) the name and location of the contract;
 - (iv.2) date of award of the contract;
 - (iv.3) type and brief description of consulting services;
 - (iv.4) consultant’s role (whether main consultant, subcontractor, or partner in a JV)
 - (iv.5) amount of contract;
 - (iv.6) contract duration; and
 - (iv.7) certificate of satisfactory completion or equivalent document specified in the [EDS](#) issued by the client, in the case of a completed contract;
- (v) 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.

Financial Document

- (vi) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

(b) Class "B" Document –

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the 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, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

- 2.2. In the case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant's country.
- 2.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.
- 2.4. 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, subcontractors 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.
- 2.5. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

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, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
- 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. Unless otherwise indicated in the [EDS](#), prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy of 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 indelible ink and 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 [EDS](#);
 - (d) bear the specific identification of this Project indicated in the [EDS](#); and
 - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or 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 5 shall be declared "Late" and shall not be accepted by the Procuring Entity.

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 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. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8. Opening and Preliminary Examination of Eligibility Documents

8.1. The Procuring Entity's 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.

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. If the withdrawing prospective bidder's representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.

- 8.3. A prospective bidder determined as “ineligible” has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.
- 8.4. The eligibility 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 eligibility documents vis-à-vis a checklist 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 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 of the Procuring Entity 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 Letter of Invitation to Bid issued by the BAC of the Procuring Entity.
- 9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

Eligibility Data Sheet (EDS)

Eligibility Documents	
1.2	Professional Regulations Commission (PRC), if applicable.
1.3	Foreign consulting firms may be eligible to participate provided they must be registered with the SEC and/or any agency authorized by the laws of the Philippines.
2.1(i)	No additional requirements.
2.1(iv)	The statement of all ongoing and completed government and private contracts within the last twenty (20) years prior to the deadline for the submission and receipt of eligibility documents. Use attached forms A & B.
2.1(iv.7)	Certificate of satisfactory service or equivalent from at least one (1) client for the last twenty (20) years.
4.2	Each prospective bidder shall submit one (1) original and four (4) properly tabbed/labeled copies of its eligibility documents.
4.3(c)	NEDA Bids and Awards Committee
4.3(d)	Consulting Services for the Conduct of Value Engineering/Value Analysis (VE/VA) on the North South Commuter Railway (NSCR) Project
5	<p>The address for submission of eligibility documents is NBAC Secretariat, c/o Administrative Staff, 2nd Floor, National Economic and Development Authority, 12 St. J.M. Escriva Drive, Ortigas Center, Pasig City.</p> <p>The <u>deadline for submission of eligibility documents</u> is 26 November 2014, 12:00 noon.</p>
8.1	The place of opening of eligibility documents is 3 rd Floor Conference Room, National Economic and Development Authority, 12 St. J.M. Escriva Drive, Ortigas Center, Pasig City. The date and time of opening of eligibility documents is 26 November 2014, 1:00 p.m.
9.1	No further instruction.
9.2	Please see Section VIII of the TOR