



REPUBLIC OF THE PHILIPPINES

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**REQUEST FOR EXPRESSION OF INTEREST (EOI) AND SUBMISSION OF
ELIGIBILITY DOCUMENTS FOR THE PROCUREMENT OF CONSULTING
SERVICES FOR THE THE TECHNICAL STUDY ON THE WATER RESOURCES
INFRASTRUCTURE SECTOR
(IRRIGATION SUBSECTOR) UNIT COST**

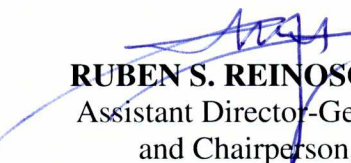
1. The National Economic and Development Authority (NEDA) intends to apply the sum of PhP 4.2 Million as Approved Budget for the Contract (ABC) for the procurement of consulting services for the technical study on the irrigation sector unit cost.
2. The NEDA Bids and Awards Committee for Consulting Services (NBAC-CS) now calls for the submission of EOI and eligibility requirements as provided for under Sections 24.1 and 24.2 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Interested consulting firms may submit their eligibility documents on or before **14 April 2015, 12:00 noon** at the following address:

Hon. Ruben S. Reinoso, Jr.
Assistant Director-General and Chairman
NBAC-CS
3/F NEDA-sa-Pasig Bldg.
#12 Josemaria Escriva Drive, Ortigas Center, Pasig City 1605
3. The Terms of Reference (TOR) for the study including the Eligibility Requirements/Criteria and Eligibility Data Sheet (EDS), among others, can be downloaded from the NEDA website, www.neda.gov.ph.
4. Only those consultants/consulting firms who will submit EOI and pay the corresponding participation fee of PhP2,000.00, together with the required eligibility documents, and determined to be eligible and short-listed in accordance with applicable experience/qualifications (80%) and job capacity (20%) shall be directly invited in the subsequent selection process and allowed to purchase the bidding documents. Class "A" documents, including Tax Clearance, may be submitted in advance, but not later than 08 April 2015, for preliminary evaluation of compliance provided the Consultant has already paid the corresponding participation fee on or before 08 April 2015. Further, Consultants which have previously submitted eligibility documents to NEDA may indicate such in EOI and may no longer submit such documents provided they continue to be valid during the procurement period.
5. Proposals shall be evaluated using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

6. A Pre-Proposal Conference shall be held on 04 May 2015 and the deadline for submission of proposals shall be on 20 May 2015 at 12:00 noon.
7. NEDA reserves the right to reject any and all proposals, including that of a single eligible proponent, waive any minor deviation in the submitted documents which will not materially affect the substance of the bid, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected participating consultants/consulting firms.
8. For further information, you may communicate with the NBAC-CS Secretariat c/o the NEDA Infrastructure Staff:

*3/F NEDA-sa-Pasig Bldg.
12 Escrivá Drive, Ortigas Center, Pasig City 1605
(02) 631-2192 (Direct Line) / (02) 631-0960 to 65 local 309 (Trunk Line)
Fax Nos. (02) 631-2188*

Issued on 23 March 2015.


RUBEN S. REINOSO, JR.
Assistant Director-General
and Chairperson,
NEDA Bids and Awards Committee

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 (EOI) 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 Government of the Philippines (GOP) or NEDA.

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 EOI 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) Valid Tax Clearance Certificate per Executive Order (EO) No. 398, Series of 2005, reviewed and approved by the Bureau of Internal Revenue (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 (in months and years);
 - (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 (in months and years); 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 consulting firm specifying the nationalities of those who will actually perform the consulting services and confirming that they 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 curricula vitae as specified in the **EDS**.

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 NEDA Bids and Awards Committee for Consulting Services (NBAC-CS) 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 NEDA 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 NBAC-CS 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, unless such is allowed to be submitted in advance as indicated in the Request for EOI.
- 4.4. If the eligibility documents are not sealed and marked as required, NEDA will not assume any responsibility for its misplacement, premature opening or tampering.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the NBAC-CS at the address and on or before the date and time indicated in the Request for EOI 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 NEDA.

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 NEDA 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 NBAC-CS. 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 NEDA 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 NBAC-CS 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. NBAC-CS 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 shall present a written authority signed by the head of their firm and 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 NBAC-CS: 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 NBAC-CS 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 NBAC-CS 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 REI, 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 NBAC-CS 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 NBAC-CS shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, NBAC-CS Chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Pursuant to Sec. 24.5.3 of the Revised IRR of RA 9184, consultants shall submit the following documents, as also provided in the **EDS**, for short listing:
- (a) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firm or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;
 - (b) Qualification of key/organic personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
 - (c) Current workload relative to capacity.
- 9.2. 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.
- 9.3. NBAC-CS 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**.

- 9.4. Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to submit Proposals issued by the NBAC-CS.
- 9.5. 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	Not applicable.
1.3	Foreign consulting firms may be eligible to participate provided they must be registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;
2.1.a (i)	No additional requirements.
2.1.a (iv)	The statement of all ongoing and completed government and private contracts within the last ten (10) years prior to the deadline for the submission and receipt of eligibility documents. Use attached Form A & Form B.
2.1.a (iv.7)	Certificate of satisfactory service or equivalent from at least one (1) client for the last ten (10) years.
2.1.a (v)	The updated curricula vitae should show, at the very least, the Consultant's educational background, related training and relevant experience (in months and years with detailed description/discussion on the nature and scope of work). Use attached Form C.
4.1	No additional requirements.
4.2	Each prospective bidder shall submit one (1) original and four (4) properly tabbed/labeled copies of its eligibility documents.
4.3(c)	See Item 5 below
4.3(d)	Consulting Services for the Technical Study on the Water Resources Infrastructure Sector (Irrigation Sub-Sector) Unit Cost
5	<p>The address for submission of eligibility documents is:</p> <p>Hon. Ruben S. Reinoso, Jr. Assistant Director-General and Chairman NEDA Bids and Awards Committee for Consulting Services (NBAC-CS) 3/F NEDA-sa-Pasig Bldg. No. 12 Saint Josemaria Escriva Drive Ortigas Center, Pasig City, 1605</p> <p>The deadline for submission of eligibility documents is: 14 April 2015, 12:00 nn.</p>
8.1	<p>The place of opening of eligibility documents is:</p> <p>Infrastructure Staff Conference Room 3rd Floor NEDA-sa-Pasig Building No. 12 Saint Josemaria Escriva Drive Ortigas Center, Pasig City.</p> <p>The date and time of opening of eligibility documents is: 14 April 2015, 1:00 PM.</p>

9.1	The updated curricula vitae should show, at the very least, the key/organic personnel's educational background, related training and relevant experience (in months and years with detailed description/discussion on the nature and scope of work). Use attached Form C.
9.2	No additional requirements.
9.3	Please see Annex A of the Terms of Reference.

Statement of Completed Contracts

This is to certify that _____ has the following completed contracts for the period CY _____

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-Contractor, Partner in a JV, etc.)	Amount of Contract	Contract Duration	Proof/Certificate of Satisfactory Completion or Equivalent Document Issued by at Least One (1) Client (Separate Sheet)

Name and Signature of Authorized Representative

Date

***Instructions:**

- a) Cut-off date: The day before the deadline of submission of eligibility documents.
- b) State completed contracts for the last five (5) years. Contracts that are similar to the project being bid in terms of nature and amount shall be prioritized in inclusion in the list.

Statement of Ongoing and Awarded But Not Yet Started Contracts

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-contractor, Partner in a JV, etc.)	Amount of Contract	Contract Duration	Remarks

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 the day before the deadline of submission of eligibility documents.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

Format of Curriculum Vitae (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project (in months and years with detailed description/discussion on the nature and scope of work). Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years (in months and years), also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

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

[Signature of staff member and authorized representative of the firm]

Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

TERMS OF REFERENCE

CONSULTING SERVICES FOR THE TECHNICAL STUDY ON THE WATER RESOURCES INFRASTRUCTURE SECTOR (IRRIGATION SUB-SECTOR) UNIT COST

I. Background and Rationale

An *Infrastructure Sector Unit Cost Database* is proposed to be established under the National Economic and Development Authority (NEDA) in response to the need of instituting a relevant reference of standard unit costs for each of the infrastructure subsectors for use in the technical review/appraisal of projects presented to the Investment Coordination Committee (ICC), among others. This is supportive of the Government's thrust of optimizing resources and investments in infrastructure development under the 2011-2016 Philippine Development Plan (PDP). The standard unit costs shall be used as benchmark reference for ensuring that the costs of programs/projects are based on appropriate market prices and conditions. This is to also analyze and examine areas for possible cost reduction, with the ultimate goal of generating greater value and savings, without sacrificing the quality of a project and its intended objective/s and outcome/s.

Specifically, *the study aims to establish standard infrastructure unit cost estimates based on typical Bill of Quantities (BOQ) of infrastructure projects using current prices.* This will aid the NEDA Secretariat in the evaluation of cost efficiency and cost effectiveness of projects proposed for local financing, Official Development Assistance (ODA), or Public-Private Partnership (PPP). It should be noted that cost efficiency parameters are part of the Value Engineering/Value Analysis (VE/VA) methodology, specifically under the Functional Analysis Phase, wherein the proposed costs of a project and its components are compared with their worth, i.e., the most inexpensive option of performing the function ($\text{Value} = \text{Worth} / \text{Cost}$). A value of less than one (1) indicates that the proposed cost for a project component is higher than its worth, thus, may have the potential for possible revision and cost reduction to attain maximum value¹.

The study shall focus on the Water Resources subsector, particularly on the irrigation subsector, which has a 6.04% investment share or about PhP155.90 billion of the total infrastructure investment for the period 2011-2016, based on the Public Investment Program (PIP)².

For the implementation of the study, the NEDA Secretariat deems it necessary to procure consulting services given the need for specialized technical considerations pertinent to the undertaking as well as the amount of information gathering necessary.

¹ This is based on NEDA's Value Analysis Handbook for the conduct of VE/VA. The methodology in said handbook is based on the six (6)-phase VE/VA job plan consistent with the standards of the Society of American Value Engineers (SAVE) International. The 6-phase job plan consists of (a) Information Phase; (b) Function Analysis Phase; (c) Creative Phase; (d) Evaluation Phase; (e) Development Phase; and (f) Presentation Phase.

² PIP as of 09 November 2012. Note that the PIP is currently being updated, hence, the figures cited are expected to change.

II. Scope of Services and Deliverables

The Consulting Firm to be engaged for the study is expected to prepare and deliver Unit Costs for both Construction and Operation & Maintenance (O&M) of irrigation infrastructure *based on standard sets of BOQs and cost estimates and not on contract costs of existing or completed projects*, as follows:

A. Range of construction costs of the following (in 2015/current prices):

- **Large Dams**, using the technical standards and specifications of the Department of Agriculture / National Irrigation Administration (DA/NIA) and *taking into consideration technical parameters, such as: topography, regional/local variations in rainfall and hydrology, location of inputs such as quarry materials and their distance to the dam site as it affects transport/hauling cost, geotechnical and geological conditions of the dam site, height and width of dam, among others*
 - Dam
 - *Embankment Dam*
 - Rockfill Dam
 - Earthfill Dam
 - *Concrete / Masonry Dam*
 - Buttress Dam
 - Arch Dam
 - Gravity Dam
 - Rubble / Masonry
 - Concrete
 - Barrage Dam
 - Terrovian Dam
 - *Arch Dam*
 - *Buttress Dam*
 - *Roller-Compacted Concrete Dam*
 - Hardfill Dam
 - Other Components which may be integrated in the costs of the dams (e.g., for multipurpose dams) or treated as separate components, as appropriate
 - Turbines
 - Reservoirs
 - Other appurtenances (e.g., spillway, dam instrumentation, outlet works, intake towers, diversion channels, etc.)
- **Small Reservoir Facilities** using the technical standards and specifications of DA/NIA and *taking into consideration technical parameters, such as: topography, regional/local variations in rainfall and hydrology, location of inputs such as quarry*

materials and their distance to the dam site as it affects transport/hauling cost, geotechnical and geological conditions of the dam site, height and width of dam, among others

- **Other Small Scale Irrigation Technologies** using the technical standards and specifications of DA/NIA and *taking into consideration technical parameters, such as: topography, regional/local variations in rainfall and hydrology, location of inputs such as quarry materials and their distance to the dam site as it affects transport/hauling cost, geotechnical and geological conditions of the dam site, height and width of dam, among others*
 - Diversion Dam
 - Shallow Tubewell (STW)
 - Small Farm Reservoir (SFR)

B. Unit costs of the following (in 2015/current prices):

- **Irrigation Facilities** using the technical standards and specifications of DA/NIA for National Irrigation System (NIS), Communal Irrigation System (CIS), and Pump Irrigation System (PIS)
 - *Main Canal* (per lineal meter of lining materials, e.g., concrete, stone, masonry, sand, cement, compact clay)
 - *Lateral Canal* (per lineal meter of lining materials, e.g., concrete, stone, masonry, sand, cement, compact clay)
 - *Sub-Lateral Canal* (per lineal meter lining materials, e.g., concrete, stone, masonry, sand, cement, compact clay)
- **Drainage facilities** using the technical standards and specifications of DA/NIA
 - Main Drains
 - Lateral Drains
 - Service Road and Structure
 - Protection Dike
- **Small Water Impounding Project** using the technical standards and specifications of DA/NIA and *taking into consideration technical parameters, such as: topography, regional/local variations in rainfall and hydrology, location of inputs such as quarry materials and their distance to the dam site as it affects transport/hauling cost, geotechnical and geological conditions of the dam site, height and width of dam, among others*
 - Reservoir
 - Embankment
 - Spillway
 - Irrigation Distribution Facilities (Intake Control Structure, Outlet Structure, Lined Canal Structure, and Earth Canal Structure)

C. Operation and Maintenance (O&M) of Facilities including the Dam Operation, Dam Maintenance (Routine Works³, Periodic Works⁴, and Emergency Repairs⁵), and Irrigation and Drainage Facilities (Main Canal, Lateral Canal and Sub-lateral Canal)

The above unit costs shall be integrated into a single database, which shall be posted in the NEDA website for the information and reference of stakeholders.

Henceforth, the Consultant shall devise a formula to enable NEDA to update the unit costs at least on an annual basis. Unit Costs shall include a formula/factor in adjusting the figures for the different Regions to take into account regional variations in prices as well as inflation/deflation and other factors which may be deemed appropriate for inclusion.

III. Qualification Requirements

The Consultant for the study shall be a Consulting Firm, which shall field in four (4) key personnel, i.e., a Team Leader, one (1) Construction Engineer, one (1) Irrigation Specialist, and one (1) Economist for the study with the following qualifications:

A. Team Leader

- At least ten (10) years of experience in the water resources sector, preferably with experience in the Irrigation subsector (planning, project development, design, construction, operations, etc.);
- Must be a licensed Civil Engineer;
- With work experience pertaining to quantity surveying/cost estimation;
- Well versed in engineering terms and able to expertly interpret and understand engineering plans; and
- Highly knowledgeable on construction materials and methods and able to evaluate the data on hand in order to deliver accurate project estimation.

B. Construction Engineer

- At least six (6) years of experience in the water resources sector, preferably with experience in the irrigation subsector (planning, project development, design, construction, operations, etc.);
- Must be a licensed Civil Engineer; and
- With work experience pertaining to quantity surveying/cost estimation.

³ Routine Works include inspection of the dam, its appurtenant structures and vicinities to observe leakage, seepage, and shrinkage or deformation of the dam body and to record the data gathered from the dam instrumentation and seepage weir.

⁴ Works include the removal of floating obstacles around the inlet of the spillway and the intake of the outlet works, greasing of the gears of the control gates/valves, repair and refilling of undulation of dam crest and slopes and the mowing or cutting of shrubs and grasses on dam slopes.

⁵ These are the repairs needed to restore damaged facilities and structures caused by unusual weather or geological disturbances like very strong rain, big flood or devastating earthquake.

C. Irrigation Specialist

- At least six (6) years of experience in the irrigation subsector (planning, project development, design, construction, operations, etc.);
- Must be a licensed Agriculture/Civil Engineer; and
- Preferably with work experience pertaining to quantity surveying/cost estimation.

D. Economist

- At least six (6) years of experience in the water resources sector, preferably including experience in the irrigation subsector (e.g., studying data and statistics in order to spot trends in economic activity, economic confidence levels and consumer attitudes in line with costing/pricing of the dams and irrigation-related construction and O & M activities);
- Must be an Economics graduate; and
- With work experience in establishing parametric cost/price formula using indices such as price indices, trends, etc.

IV. Selection Criteria

Prospective Consultancy Firms must have at least 5 years of experience related to this TOR and will be rated based on the criteria shown in **Annex A** ("Criteria for Shortlisting"). Prospective bidders are required to submit the following:

- a. Copies of *Certificate of Project Completion and Acceptance* or equivalent Certification from their previous related studies/projects within the past 10 years;
- b. Company profile; and
- c. Curriculum Vitae (CV) of Key/Organic Personnel, who may be assigned to the conduct of the Study, highlighting their relevant work experience.

Note: Related experience/studies include conduct of pre-feasibility study (F/S) and/or F/S and relevant work. The Key/Organic Personnel are requested to indicate: (1) their role in a specific project; (2) the exact duration that they have worked on the project; and (3) a brief description of the tasks that they have carried out (such as experience in the conduct of VE/VA).

The Consulting Firms will be evaluated using the Quality-Cost Based Evaluation/Selection QCBE/QCBS) procedure under Republic Act (RA) 9184 (Government Procurement Reform Act) and its Revised Implementing Rules and Regulations (IRR) at 80% for the Technical Proposal and 20% for the Financial Proposal. The prospective Consulting Firms shall follow the guidelines in the preparation of eligibility requirements pursuant to Section 24.1 and Section 24.2 of the Revised IRR of the GPRA.

V. Duration of Services and Implementation Arrangement

The consulting services will be undertaken over a six (6)-month period inclusive of presentations to the INFRACOM as shown in the Indicative Timeline below:

Indicative Timeline for the Conduct of the Study

Activity	Month 1				Month 2				Month 3			
Issuance of Notice to proceed/commence												
Orientation/ Levelling off												
Preparation and Submission of work Plan												
1st presentation												
NEDA approval of Work Plan												
Conduct of the Study												
Preparation and Submission of Preliminary report/database												

Activity	Month 4				Month 5				Month 6			
Conduct of the Study												
Preparation and Submission of Preliminary report/database												
2nd presentation												
NEDA Review of the Preliminary report/database												
Preparation and Submission of Draft Final report												
3rd presentation												
NEDA review/approval of Draft Final Report												
Incorporation of NEDA comments by Consultants and final presentation												
Finalization/Incorporation of additional NEDA comments, if any												
Submission of Final Study Report												

VI. Reports

The Consultant shall submit the following reports in electronic copy (in PDF, .doc/x, .xls/x, and other related format, if necessary) and five (5) hard copies to NEDA:

- a. *Inception Report* indicating the work plan and methodology/approach to be adopted in the conduct of the Study;
- b. *Interim Report* to include preliminary output/database;
- c. *Draft Final Report* indicating draft final output of the study including the derivation of the unit costs; and
- d. *Final Report* to include comments of the NEDA Board-Committee on Infrastructure (INFRACOM) and its Sub-Committee on Water Resources (SCWR).

The Consultant is expected to provide orientation/briefing on each of the output reports mentioned above to the concerned personnel of the NEDA-Infrastructure Staff (IS) and to the abovementioned Committees, as needed.

The *Draft Final Report* and *Final Report* shall be presented by the Consultant to the INFRACOM and SCWR for discussion and approval/subsequent adoption.

VII. Responsibilities of NEDA

NEDA is the Executing Agency for the consultancy service. The NEDA-IS shall be responsible for the overall coordination during the conduct of the study.

During the conduct of the study, NEDA – IS shall coordinate with concerned water resources agencies, which shall be consulted or requested to provide comments and recommendations in all deliverables submitted/presented by the Consultant through the INFRACOM and SCWR.

NEDA-IS shall also facilitate the presentation to the INFRACOM and SCWR, as necessary.

VIII. Approved Budget of Contract (ABC)

The ABC for the procurement under this TOR is, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs (i.e., transportation/travel expenses, printing, reproduction and packaging of hard and soft copies of reports, expenses for meetings, etc.).

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

All equipment, materials, etc., acquired for the study shall be turned over to NEDA at the conclusion of the study.

IX. Milestone/Deliverables and Schedule of Payment

The following are the milestones in relation to the consultancy services, which specify the Report to be submitted, including the target date completion for each activity and the payment scheme based thereon:

Milestone		Target Date of Completion	Payment Schedule
1	<i>Draft Inception Report</i>	1 month from date of Notice to Proceed (NTP)	10% of the contract amount upon acceptance of the report by NEDA
2	<i>Revised/Final Inception Report</i>	15 working days after receiving comments from NEDA	
3	<i>Interim Report</i>	2-4 months upon effectivity of consultancy service	30% of the contract amount upon acceptance of the report by NEDA
4	<i>Draft Final Report</i>	5 months upon effectivity of consultancy service	30% of the contract amount upon acceptance by NEDA of the report, following presentation to the INFRACOM
5	<i>Final Report</i>	6 months upon effectivity of consultancy service	30% of the contract amount following NEDA acceptance of the report as revised based on INFRACOM/SCWR and NEDA comments, and NEDA issuance of Certificate of Satisfactory Service

X. Retention Payment⁶

A retention payment of ten percent (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.

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.

⁶ As per Annex "E" of the Revised IRR of R.A. 9184

XI. Liquidated Damages⁷

Where the contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay NEDA for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.

To be entitled to such liquidated damages, NEDA does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the contractor under the contract and/or collect such liquidated damages from the retention money or other securities posted by the contractor whichever is convenient to NEDA.

⁷ As per Annex "E" of the Revised IRR of R.A. 9184

Annex A

CRITERIA FOR SHORTLISTING

	RATING FACTOR		POINTS/WEIGHT
I	Experience and Capability of the Firm <ul style="list-style-type: none"> ▪ Completed consulting services of size, complexity and technical specialty comparable to job under consideration, including quality of performance ▪ Other completed consulting services related to the job under consideration ▪ Known cases of prior performance, including quality of work conforming to obligations and cost of services 	Subtotal	30
II	Job Capacity <ul style="list-style-type: none"> ▪ Absorptive capacity to do additional works other than those currently being undertaken 	Subtotal	20
III	Qualifications of Key/Organic Personnel Who May Be Assigned to the Project	Subtotal	50
	Total		100