

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the selection of Consultant:
 - (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 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 association/joint venture as specified in their Joint Venture Agreement (JVA).
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **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 proponents:

A. Individual consultants:

- (a) Valid Tax Clearance Certificate;
- (b) PhilGEPS Online Registration Number;

- (c) Curriculum Vitae (CV) as specified in the **EDS**, stating nationality and highlighting all completed and ongoing contracts regardless of relevance/similarity to the subject undertaking within the last fifteen (15) years; and
- (d) At least one (1) copy of Certificate of Project Completion and Acceptance or equivalent Certification from their previous related studies/projects within the past twenty (20) years.

B. Consulting Firms:

- (a) Class “A” Documents –

Legal Documents

- (i) Registration certificate from Securities and Exchange Commission (SEC) for corporations/partnerships, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such legal standing/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 consultant 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 consultant 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 within the last 20 years;
- (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, or an individual consultant's duly notarized statement of assets and liabilities, 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 JVA, in case the joint venture is already in existence. In the absence of JVA, duly notarized statements from all the potential association/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 proposal. Failure to enter into joint venture in the event of a contract award shall be ground for the forfeiture of the proposal 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 consultants may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through association/JV or subcontracting arrangements, as appropriate. 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 consultant 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 consultants shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective consultants 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 consultant.
- 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 consultant.

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”. The envelope containing the original eligibility documents and copies shall then be enclosed in an outer envelope marked “ORIGINAL PROPOSAL”.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** should be typed or written in indelible ink and should be signed by the prospective consultant or its duly authorized representative/s.
- 4.3. All envelopes should:
- (a) contain the name of the contract to be procured in capital letters;
 - (b) bear the name and address of the prospective consultant 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, and shall not prejudice the selection process.

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 may not be accepted by NEDA.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective consultant 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 consultant shall not be allowed to retrieve its original eligibility documents, but will 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 may be considered by the NBAC-CS at its discretion.
- 7.2. A prospective consultant 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 consultant concerned. A prospective consultant may also express its intention not to participate in the selection process through a letter which should reach and be stamped by NBAC-CS before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. NBAC-CS will open the envelopes containing the eligibility documents of the prospective consultants that have paid the participation fee.
- 8.2. 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 consultant;
 - (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.

- 8.3. The compliance of each prospective consultant shall be determined by examining each consultant's eligibility requirements or statements against a checklist of requirements.

9. Evaluation of Eligibility of Consultants

- 9.1. Pursuant to the Revised IRR of RA 9184, consultants shall be assessed based on the following:
- (a) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences 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 individual consultant / firm's key organic or nominated personnel, including education, experience and skills and competencies, who may be assigned to the job; and
 - (c) Current workload relative to capacity.
- 9.2. NBAC-CS shall draw up a list of eligible prospective consultants from those declared eligible.
- 9.3. Consultants that meet the eligibility requirements shall be directly invited to proceed with the next stage of the selection process for this project, which is the submission of technical and financial proposals.
- 9.4. Only proposals from legally, financially and technically eligible consultants shall be opened and considered for award of contract.

Eligibility Data Sheet (EDS)

Eligibility Documents	
1.2	Not applicable.
1.3	No additional requirements.
2.1.A.(c)	The updated curricula vitae should show, at the very least, the Consultant's educational background, related training, skills and competencies, and relevant experience (in days, months and years with detailed description/discussion on the nature and scope of work). Skills and competencies shall consider studies undertaken and briefings, discussions, workshops or seminars conducted and facilitated. Use attached Form C.
2.1.B.(a)(i)	No additional requirements.
2.1.B.(a)(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 Form A & Form B.
2.1.B.(a) (iv.7)	Copies of Certificate of project completion/acceptance of work from at least one (1) previous client for the last twenty (20) years.
2.1.B.(a) (v)	The updated curricula vitae should show, at the very least, the Consultant's educational background, related training, skills and competencies, and relevant experience (in specific duration dates in days, months and years with detailed description/discussion on the nature and scope of work). Skills and competencies shall consider studies undertaken and briefings, discussions, workshops or seminars conducted and facilitated. Details (topic, specific duration in hours/days, and role whether as participant or trainer/facilitator/resource person) of the trainings/workshops/discussions/seminars attended or conducted/facilitated should be provided. Use attached Form C.
4.1	No additional requirements.
4.1	Each prospective Consultant 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 Conduct of a Study on the Governance Framework for the Agribusiness Sector towards Rapid, Inclusive and Sustainable Growth for the Philippines
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) 4/F NEDA-sa-Pasig Bldg. No. 12 Saint Josemaria Escriva Drive Ortigas Center, Pasig City, 1605</p> <p>The deadline for submission of documents is: 06 October 2016, 12:00 nn.</p>

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 (in years, months and days)	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 twenty (20) 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 (in years, months and days)	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 (with specific duration dates in days, 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.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained.]

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 20 years (with specific duration dates in days, months and years), whether completed or ongoing, also give types of activities performed and client references, where appropriate.]

Briefings/Discussions/Workshops/Seminars Attended or Conducted/Facilitated:

[Indicate client, participants/trainees, subject matter, and duration in hours/days]

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: _____