

# **PHILIPPINE BIDDING DOCUMENTS**

Republic of the Philippines

# **Procurement of CONSULTING SERVICES**

**First Edition  
May 2025**

## Preface

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

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

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

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

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

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

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

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

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



**METRO ILOILO WATER DISTRICT**  
Bonifacio Drive, Iloilo City



# **Procurement of CONSULTING SERVICES**

**Bid for One Job Tariff Rebasing Consultancy Services  
JO 26-002  
(Part 1)**

## TABLE OF CONTENTS

|                                                            |           |
|------------------------------------------------------------|-----------|
| <b>Glossary of Acronyms, Terms, and Abbreviations.....</b> | <b>6</b>  |
| <b>Definition of Terms .....</b>                           | <b>7</b>  |
| <b>Part I.....</b>                                         | <b>9</b>  |
| <b>Section I. Request for Expression of Interest.....</b>  | <b>10</b> |
| <b>Section II. Short-Listing Documents .....</b>           | <b>13</b> |
| <b>Section III. Short-listing Data Sheet .....</b>         | <b>19</b> |

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

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA - Cooperative Development Authority.

DOLE – Department of Labor and Employment.

GCC - General Conditions of Contract.

GFI – Government Financial Institution.

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

GoP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

HoPE – Head of Procuring Entity.

HRRB – Highest Rated Responsive Bid.

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

ITB – Instructions to Bidders.

LGUs – Local Government Units.

LoC – Letter of Credit.

MYCA – Multi-Year Contracting Authority.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

RA No. – Republic Act Number.

SCC - Special Conditions of Contract.

SEC – Securities and Exchange Commission.

UN – United Nations.

WB – World Bank.

## ***Definition of Terms***

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

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

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

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

**Consulting Services** – refer to services for Infrastructure Projects and other types of projects or activities of the government requiring adequate external technical and professional expertise that are beyond the capability or capacity of the government to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (IRR of RA No. 12009, Section 5[i])

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

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

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

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

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

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

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

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

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

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

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

## ***Part I***

## Section I. Request for Expression of Interest



**METRO ILOILO WATER DISTRICT**  
Bonifacio Drive, Iloilo City



### REQUEST FOR EXPRESSION OF INTEREST FOR **One Job Tariff Rebasing Consultancy Services** **JO 26-002**

- 1) The Metro Iloilo Water District, through the CORPORATE BUDGET OF 2026 intends to apply the sum of Twenty Million Pesos (Php 20,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for ONE JOB CONSULTANCY SERVICES FOR THE TARIFF REBASING. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
- 2) The Metro Iloilo Water District now calls for the submission of short-listing documents for ONE JOB CONSULTANCY SERVICES FOR THE TARIFF REBASING. Short-listing documents of interested consultants must be duly received by the Bids and Awards Committee (BAC) Secretariat on or before **April 15, 2026, 9:45 AM** at MIWD Building, Bonifacio Drive, Iloilo City. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
- 3) Interested bidders may obtain further information METRO ILOILO WATER DISTRICT and inspect the Bidding Documents at the address given below Mondays to Fridays, 8:00 am to 5:00 pm. Except on Holidays.
- 4) A complete set of Bidding Documents may be acquired by interested Bidders on *April 1, 2026* from the given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 25,000.00 as payment for the bidding documents for the submission of bid proposal after being shortlisted. (*no payment for application of eligibility*)

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the MIWD website ([www.miwd.gov.ph](http://www.miwd.gov.ph)), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- 5) The BAC shall draw up the short-list of consultants from those who have submitted Expression of Interest, including the short-listing documents, and have been determined as eligible in accordance with the provisions of Republic Act (RA) No. 12009, otherwise known as the “New Government Procurement Act”, and its Implementing Rules and Regulations (IRR). The short-list shall consist of *seven (7) prospective bidders who will meet the minimum qualifications and minimum total weighted rating of 70 points*; in case of one (1) or less than the required number apply for eligibility and short-listing, pass the eligibility check, and/or the minimum score required in the short-listing, the BAC shall consider the same<sup>4</sup> who will be entitled to submit bids manually or through online submission.

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<sup>4</sup> For World Bank financed contract, the short-list should be no fewer than five (5) and not more than eight (8) Eligible Firms (The World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers (6<sup>th</sup> Edition, February 2025).

The criteria and rating system for short-listing are:

| <b>CRITERIA:</b>                    | <b>RATING:</b>    |
|-------------------------------------|-------------------|
| Applicable Experience               | 50 Points         |
| Quality of Personnel to be Assigned | 30 Points         |
| Current Workload                    | 20 Points         |
| <b>TOTAL</b>                        | <b>100 Points</b> |

- 6) Bidding will be conducted through competitive selection using non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of RA No. 12009.
- i) Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.


And also subject to the conditions for eligibility provided in the IRR of RA 12009 Under **Section 50** of the Act (reinforced by **Section 59** regarding disqualification), **Section 82: the Disclosure of Beneficial Ownership**, and as follows:

- The Consultant is not an employee of MPIW, Metro Pacific Investments Corporation or any of its subsidiaries, in the three (3) years prior to engagement.
  - The Consultant does not have any professional relationship, directly or indirectly, including advisory or related consultancy relationship or affiliation with MPIW, Metro Pacific Investments Corporation or any of its subsidiaries in the past three (3) years.
  - The Consultant is not related to the Head of the Procuring Entity, members of the MIWD Bids and Awards Committee (“BAC”), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user or implementing unit, by consanguinity or affinity up to the fourth civil degree.
- 7) The Procuring Entity shall evaluate bids to determine the Highest Rated Bid using the *Quality Based Evaluation/Selection (QBE/QBS)*. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
- 8) Short-Listing Documents must be received by the Procuring Entity’s BAC at the address indicated in the Request for Expression of Interest or through online submission on or before the date and time indicated in the **SDS**.

- 9) The contract shall be completed within **180 calendar days**.
- 10) All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16**. (To be required for the submission of bids)
- 11) The certification as to the current workload relative to capacity shall be made in accordance with the Instructions to Bidders in relation to TPF 5 therein. (To be required for the submission of bids)
- 12) Last day of inquiry should be 8 days before the submission of Expression of Interest or Bid Documents. Please submit inquiries through email **miwdbac@gmail.com**
- 13) The METRO ILOILO WATER DISTRICT reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of RA No. 12009 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
- 14) For further information, please refer to:

**Ms. Christy Giacaniga**

BAC Secretariat, Head  
MIWD, Bonifacio Drive, Iloilo City 5000  
(033) 337-3242  
miwdbac@gmail.com



**ENGR. ERNESTO SUPLIDO**  
BAC Chairperson

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

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

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

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

## 1) Short-listing Criteria

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

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

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

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

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

## 2) Eligibility Requirements

2.1 The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. The following eligibility requirements, together with the Short-listing Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 of this Section for purposes of determining eligibility of prospective bidders:

- a) PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR.
- b) Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the procurement project, within the relevant

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

- i) the name and location of the contract;
  - ii) date of award of the contract;
  - iii) type and brief description of Consulting Services;
  - iv) consultant's role (whether main consultant, or partner in a JV)
  - v) amount of contract;
  - vi) contract duration; and
  - vii) certificate of satisfactory completion or equivalent specified in the **SDS** issued by the client, in the case of a completed contract.
- c) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.
- d) *[If applicable]* the JVA in case the joint venture is already in existence, or in the absence of a JVA, a duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

2.2 The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment or post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, as defined in Section 20.9.2 of the IRR, except for countries identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

2.3 Prospective bidders may obtain a full range of expertise by associating with individual consultant/s and/or other consultants or entities through a JV. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with Filipino Consultants.

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

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

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

- 3.2 The Short-listing Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the short-listing documents.
- 3.3 Any insertions, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

#### 4) **Sealing and Marking of Short-listing Documents**

- 4.1 Prospective bidders shall enclose their short-listing documents described in Clause 2.1, in a sealed envelope marked "SHORT-LISTING DOCUMENTS."
- 4.2 The short-listing documents as indicated in the **SDS** shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3 All envelopes shall:
- a) contain the name of the contract to be bid in capital letters;
  - b) bear the name and address of the prospective bidder in capital letters;
  - c) be addressed to the Procuring Entity's BAC specified in the **SDS**;
  - d) bear the specific identification of this Project indicated in the **SDS**; and
  - e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of short-listing documents, in accordance with Clause 5.
- 4.4 Unsealed or unmarked envelopes or short-listing documents that cannot be opened or corrupted in case of online submission, as required in the Bidding Documents, shall be rejected. However, for manually submitted envelopes that are not properly sealed and marked as required in the Bidding Documents, the same shall be accepted; Provided, that the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for misplacement of the contents of the short-listing documents, or for its premature opening.

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

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

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

Any short-listing documents submitted after the deadline for submission and receipt prescribed in Clause 5 of this Section shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of short-listing documents, the Bidder's name, its representative and the time the short-listing documents were submitted late.

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

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

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

- 7.2 A prospective bidder may, in writing, withdraw its short-listing documents before the deadline for the submission and receipt of short-listing documents.
- 7.3 Short-listing documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its short-listing documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the short-listing documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of short-listing documents.

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

- 8.1 The BAC will open the envelopes containing the short-listing documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **SDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.
- 8.2 In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted on the PhilGEPS website and the website of the Procuring Entity concerned.
- 8.3 Letters of withdrawal shall be read out and recorded during the opening of short-listing documents and the envelope containing the corresponding withdrawn short-listing documents shall be returned unopened to the withdrawing prospective bidder.
- 8.4 The short-listing documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
  - a) the name of the prospective bidder;
  - b) whether there is a modification or substitution; and
  - c) the presence or absence of each document comprising the short-listing documents vis-à-vis a check of the required documents.
- 8.5 The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific short-listing document required, it shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed"

for all the eligibility requirements, it shall be considered eligible to participate in the bidding, and the BAC shall mark the set of short-listing documents of the prospective bidder concerned as “eligible.” If a prospective bidder is rated “failed” in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of short-listing documents of the prospective bidder concerned as “ineligible.” In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

#### **9) Short-Listing of Consultants**

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

#### **10) Protest Mechanism**

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

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

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

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

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

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

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

## Short-listing Data Sheet

| Short-listing Documents                                                                         |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.2                                                                                             | Consulting Services for One Job Consultancy Services for the Tariff Rebasing under JO 26-002:                                                        |                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                 | Education                                                                                                                                            | Professional                                                                                                                                                                                                                                                                                                                       |
|                                                                                                 | <b>Project Manager</b>                                                                                                                               |                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                 | <ul style="list-style-type: none"> <li>• Postgraduate degree in Finance, Engineering, Accounting or any related field</li> </ul>                     | <ul style="list-style-type: none"> <li>• With at least ten (10) years experience in tariff rebasing of public utilities in the Philippines and with leadership and advising skills.</li> <li>• Engaged in rebasing by at least three (3) different institutions (at least one of which should be with a water utility).</li> </ul> |
|                                                                                                 | <b>Financial Expert</b>                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                 | <ul style="list-style-type: none"> <li>• Bachelor's Degree in Finance or Economics or other related degree relevant to the position</li> </ul>       | <ul style="list-style-type: none"> <li>• At least five (5) years work experience in the field of finance/economics.</li> <li>• Extensive knowledge and experience in financial assessment, benchmarking, rate of return determination, and financial modeling.</li> </ul>                                                          |
|                                                                                                 | <b>Technical Head and Water Supply System Operation Expert</b>                                                                                       |                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                 | <ul style="list-style-type: none"> <li>• Bachelor's Degree in Civil/Sanitary Engineering or other related degree relevant to the position</li> </ul> | <ul style="list-style-type: none"> <li>• At least seven (7) years work experience in the field of water supply and sewerage system operations, four (4) of which must be on review of project's technical and financial viability</li> </ul>                                                                                       |
|                                                                                                 | <b>Financial Audit Manager</b>                                                                                                                       |                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                 | <ul style="list-style-type: none"> <li>• CPA, Bachelor's Degree in Accountancy or Finance</li> </ul>                                                 | At least five (5) years work experience in the field of audit and accountancy with previous engagements in a utility company                                                                                                                                                                                                       |
| <b>Economist</b>                                                                                |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>• Must have a Bachelor's degree in Economics;</li> </ul> | At least three (3) years of extensive relevant professional experience in                                                                            |                                                                                                                                                                                                                                                                                                                                    |

|  |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                  |  |
|--|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |                                                                                                                          | economic analysis within the context of economic regulation, preferably in the water, sewerage, and power sectors. Preferably with international experience                                                                                                                                                                                                                      |  |
|  | <b>Financial Modeler</b>                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                  |  |
|  | <ul style="list-style-type: none"> <li>• Must have a Bachelor's degree in Finance, Accountancy, and Economics</li> </ul> | <ul style="list-style-type: none"> <li>• At least three (3) years of extensive work experience and exposure in financial modeling, financial analysis, financial valuation, and/or financial planning for companies with large infrastructure/CAPEX projects, preferably in the water, sewerage, and power sectors</li> </ul>                                                    |  |
|  | <b>NRW Specialist</b>                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                  |  |
|  | <ul style="list-style-type: none"> <li>• Must have a Bachelor's degree in Engineering;</li> </ul>                        | <ul style="list-style-type: none"> <li>• At least five (5) years of professional experience as an Engineer in the water and sewerage sector, three (3) years of which as a NRW Expert;</li> <li>• Must have experience in the reduction of physical losses and the rehabilitation of distribution networks for NRW reduction, preferably with exposure in performance</li> </ul> |  |
|  | <b>Water Supply Specialist</b>                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                  |  |
|  | <ul style="list-style-type: none"> <li>• Must have a Bachelor's degree in Engineering;</li> </ul>                        | <ul style="list-style-type: none"> <li>• At least five (5) years of experience in the water and sewerage sector, three (3) years of which should be in water supply systems design and operation.</li> </ul>                                                                                                                                                                     |  |
|  | <b>Sewerage and Sanitation Expert</b>                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                  |  |
|  | <ul style="list-style-type: none"> <li>• Must have a Bachelor's degree in Engineering;</li> </ul>                        | <ul style="list-style-type: none"> <li>• At least five (5) years of professional experience as an Engineer in the analysis, planning, design and management of sewerage and sanitation facilities</li> </ul>                                                                                                                                                                     |  |
|  |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                  |  |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                       |  |
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|               | <p><b>Demographic/ Survey Specialist</b></p> <ul style="list-style-type: none"> <li>• Must have a Bachelor's degree in Statistics;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• At least three (3) years of extensive experience in population/projection survey and demographic studies</li> </ul>                                                                                                                                                                                                                                          |  |
|               | <p><b>Cost Engineers</b></p> <ul style="list-style-type: none"> <li>• Must have a Bachelor's degree in Engineering;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• At least three (3) years of experience in unit cost development/price analysis and estimates of water supply and sewerage facilities.</li> </ul>                                                                                                                                                                                                             |  |
|               | <p><b>Legal Adviser</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Must be a member of the Philippine Bar;</li> <li>• At least three (3) years of extensive experience in corporate law practice in a regulated environment;</li> <li>• Must be proficient in contract review and resolving legal and regulatory issues, with exposure to large infrastructure projects, preferably in the water and sewerage sector</li> </ul> |  |
| 1.3           | No further instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 2.1 (b)       | The statement of all ongoing and completed government and private contracts shall include all such contracts <u>two (2) years</u> ] prior to the deadline for the submission and receipt of short-listing documents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 2.1 (b) (vii) | <i>Submit Certificate of Satisfactory Completion issued by the Client and/or Document/Receipt indicating proof of Final Payment</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 4.2           | <p>a. PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR.</p> <p>b. Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the procurement project, within the relevant period provided in the <b>SDS which shall not exceed ten (10) years</b>. The statement shall include, for each contract, the following:</p> <p style="text-align: center;">viii) the name and location of the contract;<br/> ix) date of award of the contract;<br/> x) type and brief description of Consulting Services;</p> |                                                                                                                                                                                                                                                                                                                                                                                                       |  |

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|         | <p>xi) consultant's role (whether main consultant, or partner in a JV)</p> <p>xii) amount of contract;</p> <p>xiii) contract duration; and</p> <p>xiv) certificate of satisfactory completion or equivalent specified in the <b>SDS</b> issued by the client, in the case of a completed contract.</p> <p>c. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.</p> <p>d. <i>[If applicable]</i> the JVA in case the joint venture is already in existence, or in the absence of a JVA, a duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.</p> <p>e. all other forms at the end of this bid document..</p> |
| 4.3 (c) | <i>The BAC of the Procuring Entity concerned with the Project: METRO ILOILO WATER DISTRICT BIDS AND AWARDS COMMITTEE (MIWD BAC)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4.3 (d) | ONE JOB CONSULTANCY SERVICES FOR THE TARIFF REBASING J.O. 26-002                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5       | <p>The address for submission of short-listing documents is <i>Brgy. President Roxas, Bonifacio Drive, Iloilo City</i> or through email (<i>password protected</i>) at <b><u>miwdbac@gmail.com</u></b></p> <p>The deadline for submission of short-listing documents is <i>April 15, 2026 at 9:45 AM.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8.1     | <p>The place of opening of short-listing documents is <i>at the third floor of MIWD Building Brgy. President Roxas, Bonifacio Drive, Iloilo City</i></p> <p>The date and time of opening of short-listing documents is <i>at April 15, 2026 at 10:00 AM.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 9.1     | <p>Similar contracts shall refer to completed projects as follows:</p> <p>1. Financial Competence</p> <p>a. Financial planning and rate/price structuring for companies/entities involving large infrastructure projects, preferably in the water, sewerage, power, toll, and/or telecommunications sector; or</p> <p>b. Financial Audit for rate setting and/or due diligence audit required for valuation such as mergers and acquisition of companies with large infrastructure projects, preferably in the water, sewerage, power, toll and/or telecommunications sector.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
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|                                                                                                                                                  | <p>2. Technical Competence Technical review and evaluation or technical planning and development of complex infrastructure systems involving water and sewerage. 19 The consultant should have completed at least one (1) project each for the Financial and Technical Competence, otherwise, the consultant shall be disqualified.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| 9.2                                                                                                                                              | <p>Criteria for the short listing of consultants shall be as follows:</p> <table border="0"> <tr> <td colspan="2">Criteria Rating</td> </tr> <tr> <td><b>I. Applicable Experience</b></td> <td style="text-align: right;"><b>50</b></td> </tr> <tr> <td>points</td> <td></td> </tr> <tr> <td>Completed consulting services of size, complexity and technical specialty comparable to the contract to be bid, including quality of performance</td> <td style="text-align: right;">40</td> </tr> <tr> <td>points</td> <td></td> </tr> <tr> <td>Other completed consulting services related to the contract under consideration</td> <td style="text-align: right;">10</td> </tr> <tr> <td>points</td> <td></td> </tr> <tr> <td><b>II. Quality of Personnel that may be Assigned</b></td> <td style="text-align: right;"><b>30</b></td> </tr> <tr> <td>points</td> <td></td> </tr> <tr> <td>Key Staff Education</td> <td style="text-align: right;">6</td> </tr> <tr> <td>points</td> <td></td> </tr> <tr> <td>Key Staff Experience</td> <td style="text-align: right;">24</td> </tr> <tr> <td>points</td> <td></td> </tr> <tr> <td><b>III. Current Workload</b></td> <td style="text-align: right;"><b>20</b></td> </tr> <tr> <td>points</td> <td></td> </tr> <tr> <td>No. of Technical Personnel</td> <td style="text-align: right;">5</td> </tr> <tr> <td>points</td> <td></td> </tr> <tr> <td>Firm's Productivity</td> <td style="text-align: right;">5</td> </tr> <tr> <td>points</td> <td></td> </tr> <tr> <td>Personnel Workload</td> <td style="text-align: right;">5</td> </tr> <tr> <td>points</td> <td></td> </tr> <tr> <td>Firm's Workload</td> <td style="text-align: right;">5</td> </tr> <tr> <td>points</td> <td></td> </tr> </table> | Criteria Rating |  | <b>I. Applicable Experience</b> | <b>50</b> | points |  | Completed consulting services of size, complexity and technical specialty comparable to the contract to be bid, including quality of performance | 40 | points |  | Other completed consulting services related to the contract under consideration | 10 | points |  | <b>II. Quality of Personnel that may be Assigned</b> | <b>30</b> | points |  | Key Staff Education | 6 | points |  | Key Staff Experience | 24 | points |  | <b>III. Current Workload</b> | <b>20</b> | points |  | No. of Technical Personnel | 5 | points |  | Firm's Productivity | 5 | points |  | Personnel Workload | 5 | points |  | Firm's Workload | 5 | points |  |
| Criteria Rating                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| <b>I. Applicable Experience</b>                                                                                                                  | <b>50</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| points                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| Completed consulting services of size, complexity and technical specialty comparable to the contract to be bid, including quality of performance | 40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| points                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| Other completed consulting services related to the contract under consideration                                                                  | 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| points                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| <b>II. Quality of Personnel that may be Assigned</b>                                                                                             | <b>30</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
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| Key Staff Education                                                                                                                              | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| points                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| Key Staff Experience                                                                                                                             | 24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| points                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| <b>III. Current Workload</b>                                                                                                                     | <b>20</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
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| No. of Technical Personnel                                                                                                                       | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| points                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| Firm's Productivity                                                                                                                              | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| points                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| Personnel Workload                                                                                                                               | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| points                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| Firm's Workload                                                                                                                                  | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |
| points                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |  |                                 |           |        |  |                                                                                                                                                  |    |        |  |                                                                                 |    |        |  |                                                      |           |        |  |                     |   |        |  |                      |    |        |  |                              |           |        |  |                            |   |        |  |                     |   |        |  |                    |   |        |  |                 |   |        |  |

***Section IV. Consultant's Confidential Application for Eligibility***



**METRO ILOILO WATER DISTRICT**

Bonifacio Drive, Iloilo City

miwdmain@miwd.gov.ph / Tel. no. 0333373242



**CONSULTANT’S CONFIDENTIAL APPLICATION FOR ELIGIBILITY  
BID OF ONE JOB  
Tariff Rebasing Consultancy Services  
JO 26-002**

Date: \_\_\_\_\_

**ENGR. ERNESTO S. SUPLIDO** Chairperson, MIWD Bids and Awards Committee

Gentlemen:

I \_\_\_\_\_ of legal age, with postal address at \_\_\_\_\_  
\_\_\_\_\_, under oath, hereby deposes and states:

That I am the \_\_\_\_\_ of \_\_\_\_\_ duly authorized to  
make this statement, as evidence by the attached written authority from the proprietor/governing board of  
the firm;

I understand that any information found to be false or misrepresentation of my firm/company would  
constitute grounds for disqualification; and

That I hereby present the attached Information for Eligibility and to Bid with the METRO ILOILO  
WATER DISTRICT.

IN WITNESS WHEREOF, I hereby affix my signature this \_\_\_ day of \_\_\_\_\_, 2026 at  
\_\_\_\_\_, Philippines.

\_\_\_\_\_  
AFFIANT

SUBSCRIBED AND SWORN TO before me this \_\_\_ day of \_\_\_\_\_, 2026, affiant exhibiting to me  
his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at  
\_\_\_\_\_, Philippines.

NOTARY PUBLIC

Doc. No.: \_\_\_\_\_

Page No.: \_\_\_\_\_

Book No.: \_\_\_\_\_

Series of 20 \_\_\_\_\_

**A.1 Name of Primary Firm/Company:** \_\_\_\_\_

- a. Acronym : \_\_\_\_\_
- b. Year Established : \_\_\_\_\_
- c. Main Office Address : Street#: \_\_\_\_\_ Street Name \_\_\_\_\_  
Town/City Name: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Region: \_\_\_\_\_
- d. Phone Number : \_\_\_\_\_
- e. Email Address \_\_\_\_\_
- f. Fax Number : \_\_\_\_\_
- g. Telex Number \_\_\_\_\_
- h. Former Names of the Firm/Company: \_\_\_\_\_  
\_\_\_\_\_

i. Type of Organization (please check all that apply):

- Sole Proprietorship
- Partnership
- Corporation
- Others \_\_\_\_\_

j. Type of Consulting Services Offered (please check all that apply)

- Advisory and Review Services
- Design
- Management and Related Services
- Pre-Investment or Feasibility Study
- Construction Supervision
- Other Technical Services or Special Studies

**A.2 Contact Person 1**

- a. Name : \_\_\_\_\_
- b. Designation : \_\_\_\_\_
- c. Phone Number : \_\_\_\_\_
- d. Specimen Signature : \_\_\_\_\_

**A.3 Contact Person 2**

- a. Name : \_\_\_\_\_
- b. Designation : \_\_\_\_\_
- c. Phone Number : \_\_\_\_\_
- d. Specimen Signature : \_\_\_\_\_

# 1) ASSOCIATE FIRMS

## B.1 Firm 1

- a. Acronym : \_\_\_\_\_  
b. Year Established : \_\_\_\_\_  
c. Main Office Address :Street#:\_\_\_\_\_ Street Name \_\_\_\_\_  
Town/City Name: \_\_\_\_\_  
Postal Code:\_\_\_\_\_ Region: \_\_\_\_\_  
d. Phone Number : \_\_\_\_\_ e. Email Address \_\_\_\_\_  
f. Fax Number : \_\_\_\_\_ g. Telex Number \_\_\_\_\_  
h. Former Names of the Firm/Company: \_\_\_\_\_  
\_\_\_\_\_

i. Type of Organization (please check all that apply):

- Sole Proprietorship  Corporation  
 Partnership  Others \_\_\_\_\_

j. Type of Consulting Services Offered (please check all that apply)

- Advisory and Review Services  Pre-Investment or Feasibility Study [  
 Design  Construction Supervision  
 Management and Related Services  Other Technical Services or Special  
Studies

## B.2 Firm 2

- a. Acronym : \_\_\_\_\_  
b. Year Established : \_\_\_\_\_  
c. Main Office Address :Street#:\_\_\_\_\_ Street Name \_\_\_\_\_  
Town/City Name: \_\_\_\_\_  
Postal Code:\_\_\_\_\_ Region: \_\_\_\_\_  
d. Phone Number : \_\_\_\_\_ e. Email Address \_\_\_\_\_  
f. Fax Number : \_\_\_\_\_ g. Telex Number \_\_\_\_\_  
h. Former Names of the Firm/Company: \_\_\_\_\_  
\_\_\_\_\_

i. Type of Organization (please check all that apply):

- Sole Proprietorship  Corporation

Partnership

Others \_\_\_\_\_

j. Type of Consulting Services Offered (please check all that apply)

Advisory and Review Services

Pre-Investment or Feasibility Study

Design

Construction Supervision

Management and Related Services

Other Technical Services or Special  
Studies





**D.1 Personnel Biodata** (complete a separate form for the Primary Firm and each Associated Firm for all personnel listed in Section D that may be assigned to this project)

- 1. Name : \_\_\_\_\_
- 2. Date of Birth : \_\_\_\_\_
- 3. Nationality : \_\_\_\_\_
- 4. Education and Degrees : \_\_\_\_\_
- 5. Specialty : \_\_\_\_\_
- 6. Registration : \_\_\_\_\_
- 7. Length of Service with the Firm: \_\_\_\_\_ Year from \_\_\_\_\_(months) \_\_\_\_\_ (year)  
To \_\_\_\_\_(months) \_\_\_\_\_ (year)
- 8. Years of Experience : \_\_\_\_\_
- 9. Training: : (indicate significant training since graduation and inclusive dates of attendance. Please include number of hours attended)  
\_\_\_\_\_

10. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

| <u>Name and Address of Employer</u> | <u>Length of Service</u>          |
|-------------------------------------|-----------------------------------|
| _____                               | _____ year(s) from _____ to _____ |
| _____                               | _____ year(s) from _____ to _____ |
| _____                               | _____ year(s) from _____ to _____ |

11. Work Experience:

This should cover personnel years of experience. Please indicate months and years and total number of years per work experience (i.e. January to September 2020 (0.75 years) or March 2018 to December 2019 (1.83 years). (Attach as many pages as necessary to show involvement of personnel in projects. 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, locations of projects and description of duties. For experience in last ten years, also give types of activities performed and client references, where appropriate).

## E. CLASS “A” DOCUMENTARY REQUIREMENTS

### E.1 Legal Documents

#### E.1.1 Registration/Licenses

|                                                                                                                                                                                                         | Registration/<br>License # | Place of<br>Registration | Date of Reg.<br>(mm/dd/yy) | Expiration<br>Date<br>(mm/dd/yy) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------|----------------------------|----------------------------------|
| PhilGEPS Registration and Membership<br><i>(Platinum Member - dispense submission of Class A Legal and Financial Documents;<br/>Non-Platinum Member - submit Class A Legal and Financial Documents)</i> |                            |                          |                            |                                  |
| DTI Business Name Registration (if sole proprietorship)                                                                                                                                                 |                            |                          |                            |                                  |
| SEC (if partnership or corporation) Certificate                                                                                                                                                         |                            |                          |                            |                                  |
| SEC Registration (if Foreign Consultant)                                                                                                                                                                |                            |                          |                            |                                  |
| CDA Registration Certificate (for Cooperatives)                                                                                                                                                         |                            |                          |                            |                                  |
| Valid and Current MAYOR’S Permit                                                                                                                                                                        |                            |                          |                            |                                  |
| Tax Clearance                                                                                                                                                                                           |                            |                          |                            |                                  |

#### Percentage of ownership of the firm’s assets:

Filipino : \_\_\_\_\_%

Other Nationalities : \_\_\_\_\_%

**E.2 Technical Documents**

**E.2.1 Experience** (complete a separate form for the Primary Firm and each Associate Firm)

a. Consultant’s Comparable Work Experience - List of (maximum of 5 for all firms for each project sub-category) government and private consulting services contracts of size, complexity and technical specialty **comparable** to the project under consideration completed by the Firm/Company. Cost must be in Philippine Pesos computed on the date of the signing of the contract.

a.1.a. Financial planning and rate/price structuring for companies/entities involving large infrastructure projects, preferably in the water, sewerage, power, toll and/or telecommunications sector

Name of Firm/Company : \_\_\_\_\_

| Contract Name | Location | Name of Client | Contract Date (mm/dd/yy) |                   | Cost of Consultancy Contract | % Participation | Primary or Associate Firm P or A | Category of Service Rendered |
|---------------|----------|----------------|--------------------------|-------------------|------------------------------|-----------------|----------------------------------|------------------------------|
|               |          |                | Start                    | Actual Completion |                              |                 |                                  |                              |
| 1.            |          |                |                          |                   |                              |                 |                                  |                              |
| 2.            |          |                |                          |                   |                              |                 |                                  |                              |
| 3.            |          |                |                          |                   |                              |                 |                                  |                              |
| 4.            |          |                |                          |                   |                              |                 |                                  |                              |
| 5.            |          |                |                          |                   |                              |                 |                                  |                              |

*Category of Services Rendered: A – Advisory and Review Services, P – Pre-Investment or Feasibility Studies, D – Detailed Design, C – Construction Supervision, O – Other Technical Services or Special Studies*

*Note: Attach certified copy of Certificate of Satisfactory Completion issued by the Client and/or Document/Receipt indicating proof of Final Payment*

a.1.b Financial Audit for rate setting and/or due diligence audit required for valuation such as mergers and acquisition of companies with large infrastructure projects, preferably in the water, sewerage, power, toll, and/or telecommunications sector.

Name of Firm/Company : \_\_\_\_\_

| Contract Name | Location | Name of Client | Contract Date (mm/dd/yy) |                   | Cost of Consultancy Contract | % Participation | Primary or Associate Firm P or A | Category of Service Rendered |
|---------------|----------|----------------|--------------------------|-------------------|------------------------------|-----------------|----------------------------------|------------------------------|
|               |          |                | Start                    | Actual Completion |                              |                 |                                  |                              |
| 1.            |          |                |                          |                   |                              |                 |                                  |                              |
| 2.            |          |                |                          |                   |                              |                 |                                  |                              |
| 3.            |          |                |                          |                   |                              |                 |                                  |                              |
| 4.            |          |                |                          |                   |                              |                 |                                  |                              |
| 5.            |          |                |                          |                   |                              |                 |                                  |                              |

*Category of Services Rendered: A – Advisory and Review Services, P – Pre-Investment or Feasibility Studies, D – Detailed Design, C – Construction Supervision, O – Other Technical Services or Special Studies*

*Note: Attach certified copy of Certificate of Satisfactory Completion issued by the Client and/or Document/Receipt indicating proof of Final Payment*

a.2 Technical review and evaluation or technical planning and development of complex infrastructure systems involving water and sewerage

Name of Firm/Company : \_\_\_\_\_

| Contract Name | Location | Name of Client | Contract Date (mm/dd/yy) |                   | Cost of Consultancy Contract | % Participation | Primary or Associate Firm P or A | Category of Service Rendered |
|---------------|----------|----------------|--------------------------|-------------------|------------------------------|-----------------|----------------------------------|------------------------------|
|               |          |                | Start                    | Actual Completion |                              |                 |                                  |                              |
| 1.            |          |                |                          |                   |                              |                 |                                  |                              |
| 2.            |          |                |                          |                   |                              |                 |                                  |                              |
| 3.            |          |                |                          |                   |                              |                 |                                  |                              |
| 4.            |          |                |                          |                   |                              |                 |                                  |                              |
| 5.            |          |                |                          |                   |                              |                 |                                  |                              |

*Category of Services Rendered: A – Advisory and Review Services, P – Pre-Investment or Feasibility Studies, D – Detailed Design, C – Construction Supervision, O – Other Technical Services or Special Studies*

*Note: Attach certified copy of Certificate of Satisfactory Completion issued by the Client and/or Document/Receipt indicating proof of Final Payment*

b. Consultant's **Related** Work Experience – List of (maximum of 5 for all firms for each project sub-category) government and private consulting services contracts related to the project under consideration completed by the Firm/Company for the last preceding 10 years. Cost must be in Philippine Pesos computed on the date of the signing of the contract.

b.1 Financial audit of statutory financial statements, comparative cost and financial analysis, internal control audit, computer assisted audit, financial valuation and financial planning of large utilities similar in nature preferably in water, sewer, power, toll, and/or telecommunications utilities, and preparation and development of project financing plans

Name of Firm/Company : \_\_\_\_\_

| Contract Name | Location | Name of Client | Contract Date (mm/dd/yy) |                   | Cost of Consultancy Contract | % Participation | Primary or Associate Firm P or A | Category of Service Rendered |
|---------------|----------|----------------|--------------------------|-------------------|------------------------------|-----------------|----------------------------------|------------------------------|
|               |          |                | Start                    | Actual Completion |                              |                 |                                  |                              |
| 1.            |          |                |                          |                   |                              |                 |                                  |                              |
| 2.            |          |                |                          |                   |                              |                 |                                  |                              |
| 3.            |          |                |                          |                   |                              |                 |                                  |                              |
| 4.            |          |                |                          |                   |                              |                 |                                  |                              |
| 5.            |          |                |                          |                   |                              |                 |                                  |                              |

*Category of Services Rendered: A – Advisory and Review Services, P – Pre-Investment or Feasibility Studies, D – Detailed Design, C – Construction Supervision, O – Other Technical Services or Special Studies*

*Note: Attach certified copy of Certificate of Satisfactory Completion issued by the Client and/or Document/Receipt indicating proof of Final Payment*

b.2 Asset management planning, operation and maintenance, design and construction of water supply, sewerage and sanitation projects

Name of Firm/Company : \_\_\_\_\_

| Contract Name | Location | Name of Client | Contract Date (mm/dd/yy) |                   | Cost of Consultancy Contract | % Participation | Primary or Associate Firm P or A | Category of Service Rendered |
|---------------|----------|----------------|--------------------------|-------------------|------------------------------|-----------------|----------------------------------|------------------------------|
|               |          |                | Start                    | Actual Completion |                              |                 |                                  |                              |
| 1.            |          |                |                          |                   |                              |                 |                                  |                              |
| 2.            |          |                |                          |                   |                              |                 |                                  |                              |
| 3.            |          |                |                          |                   |                              |                 |                                  |                              |
| 4.            |          |                |                          |                   |                              |                 |                                  |                              |
| 5.            |          |                |                          |                   |                              |                 |                                  |                              |

*Category of Services Rendered: A – Advisory and Review Services, P – Pre-Investment or Feasibility Studies, D – Detailed Design, C – Construction Supervision, O – Other Technical Services or Special Studies*

*Note: Attach certified copy of Certificate of Satisfactory Completion issued by the Client and/or Document/Receipt indicating proof of Final Payment*

c. List of on-going government and private contracts including contracts already awarded but not yet started. Cost must be in Philippine Pesos computed on the date of the signing of the contract.

Name of Firm/Company : \_\_\_\_\_

| Contract Name | Location | Name of Client | Contract Date (mm/dd/yy) |                   | Cost of Consultancy Contract | % Participation | Primary or Associate Firm P or A | Category of Service Rendered |
|---------------|----------|----------------|--------------------------|-------------------|------------------------------|-----------------|----------------------------------|------------------------------|
|               |          |                | Start                    | Actual Completion |                              |                 |                                  |                              |
| 1.            |          |                |                          |                   |                              |                 |                                  |                              |
| 2.            |          |                |                          |                   |                              |                 |                                  |                              |
| 3.            |          |                |                          |                   |                              |                 |                                  |                              |
| 4.            |          |                |                          |                   |                              |                 |                                  |                              |
| 5.            |          |                |                          |                   |                              |                 |                                  |                              |
| 6.            |          |                |                          |                   |                              |                 |                                  |                              |
| 7.            |          |                |                          |                   |                              |                 |                                  |                              |
| 8.            |          |                |                          |                   |                              |                 |                                  |                              |
| 9.            |          |                |                          |                   |                              |                 |                                  |                              |
| 10.           |          |                |                          |                   |                              |                 |                                  |                              |

*Category of Services Rendered: A – Advisory and Review Services, P – Pre-Investment or Feasibility Studies, D – Detailed Design, C – Construction Supervision, O – Other Technical Services or Special Studies*

*Note: Attach certified copy of Notice of Award and/or Notice to Proceed issued by the Client*

**E.2.2 Project Profile** (complete a separate form for the Primary Firm and each Associate Firm for all projects listed in Section E.2.1)

Name of Firm/Company : \_\_\_\_\_

|                                                                                                                                                                                    |                               |                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------|
| Project Name:                                                                                                                                                                      |                               | Country:                                                                |
| Location within Country:                                                                                                                                                           |                               | Professional Staff Provided by Your Firm/Entity:                        |
| Name of Client:                                                                                                                                                                    |                               | No. of Staff:                                                           |
| Address:                                                                                                                                                                           |                               | No. of Staff-Months; Duration of Project:                               |
| Start Date (Month/Year):                                                                                                                                                           | Completion Date (Month/Year): | Total Project Costs (in PhP):<br>Approx. Value of Services (in PhP):    |
| Name of Associated Consultants, if any:<br>For ongoing projects: Provide all the names of the Consultants' involved in this project that may be assigned to the project to be bid. |                               | No. of Months of Professional Staff Provided by Associated Consultants: |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:                                                                                 |                               |                                                                         |
| Narrative Description of Project:                                                                                                                                                  |                               |                                                                         |

Description of Actual Services Provided/Being Provided by Your Staff:

### **E.2.3 Statement On Citizenship & Professional Registration**

Date of Issuance

**Alfredo L. Tayo III**

General Manager  
Metro Iloilo Water District  
Bonifacio Drive Iloilo City

Attention : **Engr. Ernesto S. Suplido**  
Chairperson, MIWD Bids and Awards Committee

Dear Sirs:

In compliance with the requirements of the MIWD BAC for the bidding of the **ONE JOB CONSULTANCY SERVICES OF THE Tariff Rebasing Consultancy Services---JO 26-002**, I hereby certify that:

- I am (Nationality) citizen wishing to participate in the bidding.
- I have the technical and financial capabilities to satisfactorily render the required services.

I certify further that all of the owners/principals/partners and key staff of (Name of the Bidder) possess the required professional licenses issued by the Professional Regulation Commission or other appropriate regulatory body.

Very truly yours,

Name and Signature of Authorized Representative Position  
Name of the Bidder

**E.3 Financial Document** (complete a separate form for the Primary and each Associate Firm)

Name of Firm/Company : \_\_\_\_\_

Summary of the Consultant’s audited financial statements, showing, among others, the Consultant’s total and current assets and liabilities, stamped “RECEIVED” by the Bureau of Internal Revenue (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.

|    |                           |         |
|----|---------------------------|---------|
|    |                           | Year 20 |
| 1. | Total Assets              |         |
| 2. | Current Assets            |         |
| 3. | Total Liabilities         |         |
| 4. | Current Liabilities       |         |
| 5. | Net Worth (1-3)           |         |
|    | Net Working Capital (2-4) |         |

Annual volume of gross fees for the last five (5) years in Philippine Pesos

- Year 20 \_\_ : \_\_\_\_\_
- Year 20 \_\_ : \_\_\_\_\_
- Year 20 \_\_ : \_\_\_\_\_
- Year 20 \_\_ : \_\_\_\_\_
- Year 20 \_\_ : \_\_\_\_\_

**Bank Information**

| Name of Bank and Branch | Present Credit Line Amount | Effective Period   |                  |
|-------------------------|----------------------------|--------------------|------------------|
|                         |                            | From<br>(mm/dd/yy) | To<br>(mm/dd/yy) |
|                         |                            |                    |                  |
|                         |                            |                    |                  |
|                         |                            |                    |                  |
|                         |                            |                    |                  |

Submitted by:

Name and Signature of Authorized Representative Position

Date : \_\_\_\_\_

Note: Attach latest audited Financial Statement stamped received by the BIR (Annex I)

**F. CLASS “B” DOCUMENTARY REQUIREMENTS**

***F.1 Valid Joint Venture Agreement (JVA)***

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between \_\_\_\_\_,  
of legal age, (civil status), owner/proprietor of \_\_\_\_\_ and  
a resident of \_\_\_\_\_.

- and -

\_\_\_\_\_, of legal age, \_\_\_\_\_ (civil status) owner/proprietor of  
\_\_\_\_\_ a resident of \_\_\_\_\_.

That both parties agree to join together their manpower, equipment, and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the MIWD Regulatory Office.

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that \_\_\_\_\_ and/or \_\_\_\_\_ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Project until terminated by both parties.

Done this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_\_\_\_.

**WITNESSES**

\_\_\_\_\_

**ACKNOWLEDGEMENT**

BEFORE ME, A Notarial Public in and for \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ personally appeared the following:

NAME: \_\_\_\_\_ Community Tax Certificate No: \_\_\_\_\_  
Issued on: \_\_\_\_\_ Issued at: \_\_\_\_\_

NAME: \_\_\_\_\_ Community Tax Certificate No: \_\_\_\_\_  
Issued on: \_\_\_\_\_ Issued at: \_\_\_\_\_

Known to me to be the same person who executed the foregoing instrument acknowledge the same to their own free and voluntary act and deed as well as that of the entity/corporations herein represented.

WITNESS MY HAND AND NOTARIAL SEAL on the date and place above written.

NOTARY PUBLIC

Until \_\_\_\_\_ PTR  
No. \_\_\_\_\_  
Date \_\_\_\_\_ Place  
\_\_\_\_\_ TIN  
\_\_\_\_\_

Doc. No.: \_\_\_\_\_ Page No.: \_\_\_\_\_ Book No.: \_\_\_\_\_ Series of \_\_\_\_\_

## 2) ELIGIBILITY DOCUMENTS SUBMISSION FORM

---

*[Date]*

*[Name and address of the Procuring Entity]*

Gentlemen:

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

In line with this submission, we certify that:

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

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

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant

Address

**The following documents shall, among others, comprise the Consultant's Application for Eligibility:**

**General Information**

1. Original copy of the appointment/designation of the Authorized Person to sign and submit application for eligibility from the Owner/Governing Board of the firm with specimen signature and photographs (2x2). If Corporation, it should be in the form of a Board Resolution certified by the Board Secretary.
  
2. Platinum PhilGEPS Registration and Membership
  
3. Prospective Bidder's certified copy of valid Certificate of Registration of Business Name from the Department of Trade and Industry (DTI), if Sole Proprietor, or;

Prospective Bidder's certified copy of Certificate of Registration from the Securities and Exchange Commission (SEC), if Partnership or Corporation or Foreign Consultant, or;

Prospective Bidder's certified copy of Registration from Cooperative Development Authority (CDA), if Cooperative.

4. Prospective Bidder's certified copy of Deed or Articles of Partnership, if Partnership, or;
5. Prospective Bidder's certified copy of Articles of Incorporation, if Corporation.
6. Prospective Bidder's certified copy of valid and current Mayor's permit.
7. Tax Clearance
8. Prospective Bidder's certified copy of Certificate of Satisfactory Completion issued by the Client and/or Document/Receipt indicating proof of final payment (attachment to Sections E.2.1.a. and E.2.1.b)
9. Prospective Bidder's certified copy of Notice of Award and/or Contract and Notice to Proceed issued by the Client (attachment to Section E.2.1.c.)
10. Latest audited Financial Statement stamped "RECEIVED" by the BIR or its duly authorized agents (attachment to Item E.3)

