

PHILIPPINE BIDDING DOCUMENTS

Procurement of Consulting Services Route Rationalization Study for Inter-Regional and Inter-Provincial Public Transportation Services

Reference Number: PBD-CON-2019-002

**Government of the Republic of the Philippines
Land Transportation Franchising and Regulatory Board**

**Fifth Edition
August 2016**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Consulting Services through Competitive Bidding have been prepared by the Government of the Philippines (GoP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), local government units (LGUs), and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the GoP or the World Bank or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

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 minimum eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (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 PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and Section II. Instruction to Bidders (ITB) and General Conditions of Contract (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Eligibility Data Sheet (EDS) of Part I, Section III Bid Data Sheet (BDS), and Section V. Special Conditions of Contract (SCC) of Part II. The forms to be used are provided in the attachments.

Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. 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 PBDs 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 advertised/posted until the deadline for the submission and receipt of bids
- (c) Specific details, such as the “name of the Procuring Entity” and “address for proposal submission,” should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, 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 contain no footnotes except Section VII. Bidding Forms of Part II 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 should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instructions to Bidders, and Section III. General Conditions of Contract, respectively.

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Section I. Request for Expression of Interest

Notes on Request for Expression of Interest

The Request for Expression of Interest provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Request for Expression of Interest shall be:

- (a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, seven (7) calendar days starting on the date of advertisement; and
- (b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.
- (c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.1(c) of the IRR of R.A. 9184¹;

Apart from the essential items listed in the Bidding Documents, the Request for Expression of Interest should also indicate the following:

- (a) The date of availability of the Bidding Documents, the place where it may be secured and the deadline for submission of the Expression of Interest (EOI) together with the application for eligibility;
- (b) The set of criteria and rating system for short listing of prospective bidders to be used for the particular contract to be Bid, which shall consider the following, among others:
 - (i) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;

¹ Two years after effectivity of the 2016 Revised IRR of RA 9184 on **28 October 2016**, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.

- (ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
- (iii) Current workload relative to capacity;
- (c) The number of consultants to be short listed and the procedure to be used in the evaluation of Bids of short listed consultants, *i.e.*, QBE or QCBE; and if QCBE, the weights to be allocated for Technical and Financial Proposals; and
- (d) The contract duration.

In the case of WB funded projects, the Request for Expression of Interest shall be sent to all who have expressed an interest in undertaking the services as a result of any General Procurement Notice issued. In addition, it shall also be sent to all heads of associations of consultants within the area where the project will be undertaken.

REQUEST FOR EXPRESSION OF INTEREST FOR THE ROUTE RATIONALIZATION STUDY FOR INTER-REGIONAL AND INTER- PROVINCIAL PUBLIC TRANSPORTATION SERVICES

1. The Land Transportation Franchising and Regulatory Board, through the through the General Appropriations Act of 2018 intends to apply the sum of Forty-Two Million Two Hundred Thirty Thousand Philippine Pesos (PhP 42,230,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the procurement of Consulting Services for the Route Rationalization Study for Inter-Regional and Inter-Provincial Public Transportation Services. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Land Transportation Franchising and Regulatory Board now calls for the submission of eligibility documents for the Route Rationalization Study for Inter-Regional and Inter-Provincial Public Transportation Services. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before 9:00 a.m. of August 7, 2019 at the Office of the BAC Secretariat, 3rd Floor, LTFRB Central Office East Avenue, Quezon City. Opening of eligibility documents shall be held at 10:00 a.m. of August 7, 2019 at the LTFRB Conference Room, 3rd Floor, LTFRB Central Office East Avenue, Quezon City. Eligibility documents will be opened in the presence of the bidders' representatives who choose to attend at the above address. Late submission shall not be accepted.
3. Bidders should have completed, within the last five (5) years from the date of submission and receipt of eligibility documents, a contract similar to the Project. The description of an eligible bidder is contained in Part I Bidding Documents, particularly, in Section III, Eligibility Data Sheet.
4. Interested bidders may obtain further information from the Land Transportation Franchising and Regulatory Board and inspect the Bidding Documents at the address given below starting on July 29, 2019 from 8:00 a.m. to 5:00 p.m Monday to Friday.
5. Part I of the Bidding Documents may be acquired by interested Bidders from July 29 to August 7, 2019 at the Office of the BAC Secretariat, 3rd Floor, LTFRB Central Office East Avenue, Quezon City and upon payment of a non-refundable fee to recover the cost of bidding documents in the amount of One Thousand Pesos (Php 1,000.00).
6. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist, preferably, of three (3) prospective bidders who will be entitled to submit bids. Should only one or less than the required number apply for eligibility and shortlisting, pass the eligibility check, and/or pass the minimum score required in the shortlisting, the BAC shall consider the same. The criteria and rating system for short listing are:

Rating Factor	Maximum Points
I. Applicable Experience of the Consulting Firm	40 points
II. Qualifications of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent of complexity of the undertaking	40 points
III. Absorptive Capacity	20 points

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the 2016 Revised IRR of RA 9184. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.
8. The Procuring Entity shall evaluate bids using the Quality Based Evaluation/Selection (QBE/QBS) procedure.
9. The study shall be completed in seven (7) months but the contract will be for a duration of 12 months to include five (5) months of consultative conferences with all the stakeholders.
10. The Land Transportation Franchising and Regulatory Board reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

NIDA P. QUIBIC

OIC, BAC Chairperson
and Chief, Information Systems Management
Division

Thru:

EVELYN G. ORCAJADA

BAC Secretariat
3rd Floor, LTFRB Main Building
East Avenue, Quezon City
Telefax No. : 925-84-10
E-mail address: ltfrbprocurement@yahoo.com

July 29, 2019

NIDA P. QUBIC
OIC, BAC Chairperson
and Chief, Information Systems Management
Division

Section II. Eligibility Documents

Notes on the Eligibility Documents

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

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

1. Eligibility Criteria

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

2. Eligibility Requirements

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

Legal Documents

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

Technical Documents

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

- (b) Class "B" Document –

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

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

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

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

3. Format and Signing of Eligibility Documents

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

4. Sealing and Marking of Eligibility Documents

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

- (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (f) bear the specific identification of this Project indicated in the **EDS**; and
 - (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

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

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach

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

8. Opening and Preliminary Examination of Eligibility Documents

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

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

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

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

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

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

9. Short Listing of Consultants

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

10. Protest Mechanism

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

Section III. Eligibility Data Sheet

Notes on the Eligibility 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 Eligibility 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 provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

Eligibility Data Sheet

Eligibility Documents	
1.2	The type of Consulting Services that will be performed in this Project is transport planning, urban planning, traffic management, route rationalization, and capacity building.
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Proof/Certificate of Satisfactory Completion, or equivalent document, from previous engagements issued by at least one (1) client.
4.2	Each prospective bidder shall submit one (1) original and four (4) properly tabbed/labeled copies of its Eligibility Documents.
4.3(e)	Bids and Awards Committee for LTFRB – CO
4.3(f)	Route Rationalization Study for Inter-Regional and Inter-Provincial Public Transportation Services which will be the basis for franchise issuance.
5	<p>The address for submission of eligibility documents is:</p> <p>Office of the BAC Secretariat 3rd Floor, LTFRB Central Office East Avenue, Quezon City</p> <p>The deadline for submission of eligibility documents is 9:00 a.m. of August 7, 2019.</p>
8.1	<p>The place of opening of eligibility documents is:</p> <p>LTFRB Conference Room 3rd Floor, LTFRB Central Office East Avenue, Quezon City</p> <p>The date and time of opening of eligibility documents is 10:00 a.m. of August 7, 2019.</p>
9.1	Similar contracts shall refer to the preparation of public transport plans for urban and/or rural areas.

9.2

The criteria and rating system to be used are:

- a) Applicable experience of the Consulting Firm---40 points
- b) Qualifications of principal and key staff -----40 points
- c) Absorptive Capacity-----
-----20 points

Passing Score----- 70 points

TERMS OF REFERENCE

ROUTE RATIONALIZATION STUDY FOR INTER-REGIONAL AND INTER-PROVINCIAL PUBLIC TRANSPORT SERVICES

I. BACKGROUND

In pursuance of delivering a reliable, safe, accessible, environmentally-friendly, dependable, efficient, and comfortable road public transport (PT) services, the Department of Transportation (DOTr), through the Land Transportation Franchising and Regulatory Board (LTFRB), is seeking alternative procedures on the planning and regulating of road PT services with the goal of understanding the PT supply and demand and transforming its current state all throughout the Philippines.

With the Department Order No. 2017-011 or the Omnibus Franchising Guidelines (OFG), a new set policies and procedures on the planning and identifying of road PT services and on franchise issuance are established in order to implement the Public Utility Vehicle (PUV) Modernization Program. As stated in the Guidelines, the Local Government Units (LGUs) and the DOTr share the responsibility in PT route planning, in which the DOTr is mandated to plan for inter-regional and inter-provincial routes, routes between and among independent cities, and routes in the Metro Manila Urban Transportation Integration Study (MMUTIS) Update and Capacity Enhancement Project (MUCEP) Area. Pursuant to this, the DOTr, through the LTFRB, shall endeavor to develop a nationwide PT Route Plan which aims to deliver integrated and efficiently-planned routes in the country, with appropriate PT modes based on the passenger demand and road hierarchy. It will involve an analysis of all the current inter-regional and inter-provincial PT services in the country which will be based on several aspects such as number of vehicles in operation, passenger demand, locations of major passenger movements, and future travel demand patterns, among others.

Due to its scope, the DOTr and the LTFRB shall procure a consulting firm to render the required services for the conduct of the said Route Rationalization Study. The output of the Route Rationalization Study (i) will provide the transport routes which will be the basis of the LTFRB for franchise issuances and (ii) will be used as reference on the PT route rationalization programs being pursued by the DOTr and its attached agencies.

II. OBJECTIVE OF THE STUDY

The Study aims to create a nationwide PT Route Plan based on passenger demand and road hierarchy. It shall identify rationalized routes and required number of units which will be the basis of the LTFRB for franchise issuance. Further, as part of the Route Rationalization component of the PUV Modernization Program, the Plan would enable the DOTr, the LTFRB, the Land Transportation Office (LTO) and the Office of Transport Cooperatives (OTC) to implement the Program accordingly.

The Study likewise aims to capacitate the DOTr and the LTFRB. The consultants must train and transfer technology to the DOTr and LTFRB personnel so that the

latter will be able to conduct an exercise similar to the scope of this contract on their own, especially when landscape changes in the future. The DOTr and LTFRB personnel must be able to manipulate the data based on variable factors in order to deliver optimal service plans.

III. TASKS AND ACTIVITIES

a. DATA GATHERING

i. TASK ONE: MAKING AN INVENTORY OF ALL EXISTING AND LPTRP-IDENTIFIED INTER-REGIONAL AND INTER-PROVINCIAL ROUTES

The list of authorized inter-regional routes are with the LTFRB Central Office (CO), while the list of authorized inter-provincial routes are with the concerned LTFRB Regional Franchising and Regulatory Office (RFROs) concerned. The list should be further validated to check the actual operations in the said routes.

Moreover, as the Local Public Transport Route Plans (LPTRPs) submitted by the LGUs may include a list of inter-regional and inter-provincial routes that are being proposed to the LTFRB for inclusion in the Route Rationalization Study, the consultants must review all the LPTRPs submitted by the time the Notice to Proceed (NTP) was given and take note of all the proposed routes indicated. The LGUs' proposed routes which are not under their jurisdiction will not be evaluated as part of their plan but will be taken as a mere suggestion.

ii. TASK TWO: CONDUCTING PT SURVEYS FOR THE INTER-REGIONAL AND INTER-PROVINCIAL ROUTES

As stated earlier, the list from the LTFRB CO and RFROs include only the authorized routes, hence a validation survey or inventory studies should be conducted to compare the authorized and actual routes, authorized and actual number of units per route, actual route structure, etc.

Further, surveys to determine the routes, including appropriate modes and number of units, must be conducted. The said surveys and inventory studies may include the following:

- A. License Plate and Occupancy Count (Passenger Load) Survey;
- B. Boarding and Alighting Survey;
- C. Classified Traffic Volume Count Survey;
- D. Origin-Destination (OD) Survey; and
- E. Other surveys as may deemed necessary.

A project counterpart team will be actively engaged in the planning and conduct of the surveys to ensure transfer of knowledge and skills. The project team shall consist of personnel coming from the DOTr PUV Modernization Program Team (at least five), the LTFRB Central Office (at least five) and the LTFRB RFROs (at least 2 from each RFRO). Counterpart team members will be accompanying the consultants' team of surveyors per batch of field survey (the consultant will determine the work plan including the batches of field survey and indicate it in the inception report).

b. ROUTE PLAN FORMULATION AND VISUALIZATION

iii. TASK THREE: DRAFTING OF THE PUBLIC TRANSPORT ROUTE RATIONALIZATION PLANS FOR INTER-REGIONAL ROUTES

The **transport plan** should include rationalized and developmental routes should be determined, including the appropriate mode and number of units per route. The primary and secondary data gathered on passenger demand and road characteristics, should be the basis of the plan, while at the same time considering other factors specified in the OFG and pertinent LTFRB Memorandum Circulars. It can be expanded to the following:

1. Immediate Priority

- all inter-regional PUV routes including those which will be originating/terminating in Parañaque Integrated Terminal Exchange (PITX), Valenzuela Gateway Complex, Sta. Rosa ITX.

2. Medium Term

- all inter-regional PUV routes including those which will be originating/terminating in Bus Rapid Transit (BRT) station/s, Manila Metro Rail Transit (MRT) Line 7 station/s, Taguig ITX, East ITX, and Partial Operability Stations of Metro Manila Subway.

3. Long Term

- all inter-regional PUV routes including those which will be originating/terminating in Subway station/s, Philippine National Railways (PNR) Clark project station/s, and other infrastructure project/s that will need inter-regional PUV services within the timeframe.

A **service plan** should also be included to better guide the drivers/operators and the LTFRB. The said service plan should identify the peak and off-peak period per route, appropriate frequency (headway) per hour, operational characteristics (point-to-point, pick-and-drop, etc.), etc.

A **fare matrix** per proposed mode of PT should also be included to serve as a guide for the LTFRB in producing the fare matrix per rationalized route. Moreover, a **financial viability model** applicable for all proposed road-based transportation routes should also be proposed by the consultants.

A **transfer plan** for the affected operators who will no longer be needed in a route where they are legally serving (with a valid franchise/PA) prior to the implementation of the route rationalization study. The transfer plan shall determine the possible routes where the affected existing operators can provide public transportation.

iv. TASK FOUR: MAPPING

The consultants should come up with a GIS-based route database system mapping out of existing and proposed routes including the PT system infrastructure (i.e, stops, terminals, garages, facilities for non-motorized transportation etc.) in the study areas. This can later be updated to accommodate changes in the transportation landscape across time.

c. MONITORING AND UPDATING

v. TASK FIVE: ESTABLISHMENT OF A MONITORING AND UPDATING FRAMEWORK

The consultants must propose a monitoring and updating framework for the implementation of the rationalization plans submitted (Immediate Priority, Medium Term, and Long Term) should be included to ensure the success of the project. This framework must validate the appropriateness of the rationalization and service plans proposed.

1. ACTIVITY ONE: TRAINING/WORKSHOP ON THE GIS-BASED ROUTE DATABASE SYSTEM

As the project counterpart team members must be able to conduct an exercise similar to the scope of this contract on their own, especially when landscape changes in the future, the consultants must conduct a three (3)-day training/workshop on the following:

- A. analysis and assessment of the survey data;
- B. manipulation of data based on variable factors;
- C. updating the GIS-based route database system; and
- D. other topics as may be deemed necessary.

The modules, sample exercises, software installer, and other working files, should be enclosed in a flash drive to be given to each participant of the said training. There are at least 40 expected participants in the said training.

d) CONSULTATIONS

vi. TASK SIX: CONSULTATION MEETINGS

The consultants, together with the DOTR, LTFRB, OTC, LTO, and MMDA, and other NGAs concerned, shall facilitate public consultation meetings with the transport groups, commuter groups, and other key individuals such as terminal operators, etc. The consultation meetings may also include meetings facilitated by NGAs, LGUs, and Congress of the Philippines.

The consultants shall be required to attend the said consultation meetings after the completion of the project.

The meeting shall discuss the following:

- A. changes based on the study results which may include but is not limited to the following:
 - a. retention/modification/elimination of route structure
 - b. retention/modification of mode
 - c. increase/decrease in required number of units
 - d. other changes that may be brought about by the results of the study
- B. plan for the displaced individual drivers/operators which may include but is not limited to the following:
 - a. priority in the new/developmental routes identified
(including definition of area of operation/adjacent route)
 - b. inclusion in the programs, activities, and projects (PAPs) of the NGAs concerned
- C. other agenda as may be deemed necessary.

IV. METHOD OF WORKING

A highly interactive approach between the consultants and the DOTr PUV Modernization Program Team and its consultants, including the LTFRB, LTO, OTC, MMDA, and LGUs. Both parties are required to ensure a swift move towards implementation of the rationalization studies.

V. DELIVERABLES AND PAYMENT SCHEDULE

The consulting firm shall be paid based on milestone accomplishment i.e. **upon submission and acceptance/approval by the LTFRB** of the required reports based on the tasks/activities. The release of payment shall be as follows:

MILESTONES	TARGET DATE	PAYMENT TRANCHES
Submission and Acceptance of Inception Report describing the methodology, work financial plan, schedule of activities	0.5 months after NTP	15%
Submission and Acceptance of Inventory of all existing and LPTRP-identified inter-regional and inter-provincial routes	1 month after NTP	25%
Submission and Acceptance of Field Survey Progress Report	3 months after NTP	20%
Submission and Acceptance of Field Survey Report	5 months after NTP	20%
Submission and Acceptance of Route Rationalization Report	6 months after NTP	
Submission and Acceptance of GIS-based Route Database	6 months after NTP	5%

System		
Submission and Acceptance of Report on the Training/Transfer of Technology		
Submission and Acceptance of the Public Consultation Plan and Report	7 months after NTP	10%
Submission and Acceptance of Final Report		
Submission and Acceptance of the Report on the Consultation Meetings with LGUs, NGAs, and Congress of the Philippines	12 months after NTP	5%

All payments will be subject to the usual government accounting and auditing rules and regulations.

VI. QUALIFICATION REQUIREMENTS OF THE CONSULTING FIRM

1. The consulting firm must meet the following qualifications:
 - has at least five (5) years of relevant experience in undertaking studies on road-based public transport systems;
 - has undertaken at least two (2) route rationalization studies on road-based public transport systems (preferably with a route rationalization study that was implemented/ being implemented); and
 - preferably has experience in using the Cube Transportation Demand Modelling Software.
2. The consulting firm shall be selected using the Quality Based Evaluation / Selection (QBE/QBS) procedure.

VII. STAFFING AND QUALIFICATION REQUIREMENTS OF THE CONSULTANTS

As a minimum, the following staff are required:

1. Study Team Leader/Project Director
 - a. Minimum required length of service: 7 months
 - b. The consultant shall determine the time schedule of the personnel for the project.
 - c. “Relevant experience” pertains to experience related to transport planning, urban planning, traffic management, route rationalization, and/or capacity building.
 - Holder of Master’s Degree in the field of transportation engineering, transportation planning, or urban & regional planning;
 - Five (5) years of relevant international and Philippines experience combined; and
 - Team leadership experience on public transport systems actually delivered and implemented.

2. Public Transport Specialist:
 - a. Minimum required length of service: 4 months
 - b. The consultant shall determine the time schedule of the personnel for the project.
 - c. “Relevant experience” pertains to experience related to transport planning, urban planning, traffic management, route rationalization, and/or capacity building.
 - Holder of Master’s Degree in the field of transportation engineering, transportation planning, or urban & regional planning;
 - Two (2) years of relevant international and/or Philippine experience; and
 - Has experience in using the Cube Transportation Demand Modelling Software.
3. Travel Demand Modeling Specialist:
 - a. Minimum required length of service: 3 months
 - b. The consultant shall determine the time schedule of the personnel for the project.
 - c. “Relevant experience” pertains to experience related to transport planning, urban planning, traffic management, route rationalization, and/or capacity building.
 - Holder of Master’s Degree in the field of urban planning or other related fields;
 - Two (2) years of relevant international and/or Philippine experience; and
 - Has experience in using the Cube Transportation Demand Modelling Software.
4. Financial Modeling Specialist:
 - a. Minimum required length of service: 2 months
 - b. The consultant shall determine the time schedule of the personnel for the project.
 - c. “Relevant experience” pertains to experience related to transport planning, urban planning, traffic management, route rationalization, and/or capacity building.
 - Holder of Bachelor’s Degree in the field of economics; and
 - Two (2) years of relevant international and/or Philippine experience in urban public transport.
5. Traffic and Transport Survey and Data Analysis Specialist:
 - a. Minimum required length of service: 4 months
 - b. The consultant shall determine the time schedule of the personnel for the project.

- c. “Relevant experience” pertains to experience related to transport planning, urban planning, traffic management, route rationalization, and/or capacity building.
- Holder of Master’s Degree in the field of transportation engineering, transportation planning, urban & regional planning, or related fields; and
 - Two (2) years of relevant experience.
 - Extensive knowledge in ITS technologies, Internet of Things, vehicle telematics.
6. Transport Data Visualization Specialist:
- a. Minimum required length of service: 3 months
 - b. The consultant shall determine the time schedule of the personnel for the project.
 - c. “Relevant experience” pertains to experience related to transport planning, urban planning, traffic management, route rationalization, and/or capacity building.
- Holder of Master’s Degree in the field of transportation engineering or other related fields;
 - Two (2) years of relevant experience; and
 - Extensive knowledge in transport data visualization and graphics
7. Stakeholder Engagements & Communications Specialist
- a. Minimum required length of service: 3 months
 - b. The consultant shall determine the time schedule of the personnel for the project
 - c. “Relevant experience” pertains to experience related to transport planning, urban planning, traffic management, route rationalization, and/or capacity building
- Holder of Master’s Degree in the field of sociology, transportation engineering, transportation planning, or urban & regional planning
 - Two (2) years of relevant Philippine experience in the transport sector
 - Experience working with regulators and/or understanding of Philippine regulatory systems

VIII. PROJECT DURATION

The study will take seven (7) months to complete exclusive of the consultation meetings to be conducted/attended by the consultants which will extend until the 12th month of their engagement.

IX. PROJECT COST

The estimated cost of the consultancy services is Forty-Two Million Two Hundred Thirty-Seven Thousand Four Pesos and 5/100 (Php 42,237,004.05), inclusive of tax, and covers the following:

- Management fee
- Professional service fees
- Mapping service fees
- Equipment (to be used by the consultants for the survey analysis, mapping, etc.)
Supplies and materials for field work
- Training kits and collaterals for participants for each workshop/training
- Freight and communication expenses
- Reproduction expenses for the LPTRP Manual Volume II, Route Rationalization Plans, and Communication and Consultation Plan
- Venue, meals, accommodation, and transportation expenses for the resource persons and target participants during the trainings/workshops
- Transportation expenses, and meal and accommodation allowance of the surveyors and specialists and four (4) project counterpart team members per batch of field work/survey
- Venue and meal expenses during the consultation meetings led by the DOTr and attached agencies
- Travel and accommodation allowances of project technical and counterpart team to be present in the consultation meetings

Recommending Approval:

NIDA S. QUIBIC
OIC, BAC Chairperson /
Chief, Information Systems and Management Division

Approved by:

ATTY. MARTIN B. DELGRA III, REB REA EnP
Chairman

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

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

In line with this submission, we certify that:

- 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

Annexes to the Eligibility Documents

ANNEX "A"

CHECKLIST OF REQUIRED DOCUMENTS FOR ELIGIBILITY OF PROFESSIONAL SERVICE PROVIDERS

A. Class "A" Documents

Legal Documents or Valid Certification of PhilGEPs Platinum Membership

1. Registration certificate from SEC, DTI for sole proprietorship or CDA for cooperatives;
2. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR

Technical Documents

1. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last ten(10) years. The statement shall include, for each contract the following:
 - a) the name and location of the contract;
 - b) date of award of the contract;
 - c) type and brief description of consulting services;
 - d) consultant's role (whether main consultant, sub-contractor, or partner in a joint venture);
 - e) amount of contract;
 - f) contract duration; and
 - g) certificate of satisfactory completion issued by the client
2. Statement of the consultant specifying its nationality and confirming those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions. The curriculum vitae of said professional should be attached to the statement.

Financial Document

The consultant's audited financial statements (including balance sheets and income statement), showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

Class "B" Documents

Duly signed valid Joint Venture Agreement, if applicable. Each party under the joint venture shall submit all the "Class A" documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

ANNEX "B"

Standard Form Title: **FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

Name of Consultant: _____

Business Address : _____

Summary of the Bidder's assets and liabilities on the basis of the attached audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year.

		Year 2018
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

Attachment:

1. Audited financial statement
(Balance Sheet and Income Statement for CY 2017/2018)

Submitted by:

Name of Representative of Bidder

Position

Date: _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

The above information are among the financial documents required for Eligibility Check. Together with the legal and technical documents required, the financial documents shall be placed inside the Eligibility Envelope and submitted to the BAC on or before the deadline for the submission and receipt of Eligibility Envelopes.

ANNEX "C"

Standard Form Title: **Statement of On-going Projects**

List of Ongoing Government and Private Contracts, including those awarded but not yet started

Name of Consultant : _____
 Business Address : _____

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration
1						
2						
3						
4						
5						
6						
7						
8						
9						

Attachments:

1. Notice of Award and / or Contract
2. Notice to Proceed issued by the Owner

Submitted by:

Name of Representative of Bidder
Position
 Date: _____

One of the technical documents to be in the Eligibility Envelope of the bidder is a statement of all its on-going contracts, including those awarded but not yet started.

ANNEX “D”

Standard Form Title: **Statement of Similar Completed Projects**
 For the last five years (2013-2018)

List of Completed Government and Private Contracts

Name of Consulting Firm: _____
 Business Address : _____

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration
1						
2						
3						
4						
5						
6						
7						
8						
9						

Attachments: Certificate of satisfactory completion issued by the client

Submitted by:

Name of Representative of Bidder
Position
 Date: _____

One of the technical documents to be in the Eligibility Envelope of the bidder is a statement of all its completed contracts within the period specified in the Eligibility Data Sheet

ANNEX “E”

Standard Form Title: **STATEMENT ON PRINCIPALS AND KEY STAFF FOR CONSULTING SERVICES**

Date of Issuance

 Chairman, Bids and Awards Committee
 Land Transportation Franchising and Regulatory Board
 East Avenue, Quezon City

Dear Sir/Madame:

In compliance with the requirements of the LTFRB-Central Office for the Request for Expression of Interest for the Procurement of Consulting Services for the Conduct of **ROUTE RATIONALIZATION STUDY FOR INTER-REGIONAL AND INTER-PROVINCIAL PUBLIC TRANSPORT SERVICES**, we certify that all of the owners/principals/ partners and key staff of (Name of the Bidder) are Filipino citizens and possess the required professional licenses issued by the Professional Regulation Commission or other appropriate regulatory body.

Name & Title	Degree	Years with Firm	Age	Nationality
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Attached are their bio-data.

Very truly yours,

Name of Authorized Representative
 Position
 Name of the Bidder

If the prospective bidder is a juridical entity, one of the Class "A" technical documents required for eligibility is its statement of the kinds and number of its ownership and key staff, partners or principal officers, as the case may be, as well as their respective curriculum vitae (IRR-A 24.7.1.1.h.1) and when the types and fields of consulting services in which the bidder wishes to engage involve professions regulated by the laws of the Philippines, the owner a.'1d key staff, and all the partners of the professional partnership firm, as the case may be, and those who will actually perform the service, are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions (IRR-A 24.7.1.1.h.2).

