

PHILIPPINE BIDDING DOCUMENTS

Procurement of Consulting Services Public Transport Information and Management Center

Reference Number: PBD-CON-2019-003

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

**Fifth Edition
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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.

TABLE OF CONTENTS

PART I

SECTION I. REQUEST FOR EXPRESSION OF INTEREST	5
SECTION II. ELIGIBILITY DOCUMENTS.....	15
SECTION III. ELIGIBILITY DATA SHEET	23

ANNEXES

ANNEX "A"-CHECKLIST OF REQUIRED DOCUMENTS FOR ELIGIBILITY OF CONSULTING FIRMS-----	
ANNEX "B"-STATEMENT OF ALL ON-GOING PROJECTS-----	
ANNEX "C"-STATEMENT OF SIMILAR COMPLETED PROJECT-----	
ANNEX "D"-STATEMENT ON PRINCIPAL & KEY STAFF -----	

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:

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.

- (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;
 - (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 PUBLIC TRANSPORT INFORMATION AND MANAGEMENT CENTER

REFERENCE NUMBER: PBD-CONS-2019-003

1. The Land Transportation Franchising and Regulatory Board, through the General Appropriations Act of 2015 and 2016 intends to apply the sum of Three Hundred Nineteen Million Three Hundred Thousand Pesos (Php 319,300,000.00), inclusive of taxes being the Approved Budget for the Contract (ABC) as payments under the contract for the procurement of Consulting Services for the Public Transport Information and Management Center. 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 Public Transport Information and Management Center. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before 2:00 P.M. of **September 25, 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 2:30 P.M. of **September 25, 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 Part I of the Bidding Documents at the address given below starting on **September 17, 2019** from 8:00 a.m. to 5:00 p.m Mondays to Fridays.
5. Part I of the Bidding Documents may be acquired by interested Bidders from **September 17 to 25, 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 in the amount of Five Thousand Pesos (Php 5,000.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

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:

Criteria	Maximum Points
I. Applicable Experience of the Firm	
<p>Relevant experience in undertaking studies on road-based public transport systems</p> <p>A. At least five (3) years of experience in undertaking studies on road-based public transport systems (20 points)</p> <ul style="list-style-type: none"> ➤ 10 years and above - [20 points] ➤ 5-10 years- [17 points] ➤ 3-5 years - [15points] 	20 points
<p>B.Undertaken at least two (2) on integrated transport systems and/or bus management information systems (preferably those implemented/ being implemented)(20 points)</p> <ul style="list-style-type: none"> ➤ More than two (2) studies on rationalizations of road-based public transport systems and more than two (2) are implemented/ being implemented - [20 points] ➤ Two (2) studies on rationalization of road-based public transport systems and both are implemented/being implemented - [18 points] ➤ Two (2) studies on rationalization of road-based public transport systems in which one is implemented/being implemented - [16 points] ➤ More than three (2) study on rationalization of road-based public transport systems with no project implemented/ being implemented - [14 points] ➤ Two (2) studies on rationalization of road-based public transport systems not implemented/ not being implemented - [12 points] 	20 points
TOTAL =	40 points

II. Qualification of Officers, Key/Organic Personnel who may be assigned for the study	Maximum Points
<p>Education and professional experience</p> <p><i>“Similar projects” pertains to projects related to transport planning, urban planning, traffic management, route rationalization, intelligent transport system (including traffic management system, bus information/management system), and capacity building.</i></p> <p>A. Study Team Leader/Project Director</p> <p>i. Education level: (4 Points)</p> <ul style="list-style-type: none"> ➤ Doctoral Degree in the field of management, computer science, transportation engineering, transportation planning, or urban & regional planning, or other related fields – [4 points] ➤ Master’s Degree in the field of management, computer science, transportation engineering, transportation planning, or urban & regional planning, or other related fields – [3 points] ➤ Bachelor’s Degree in the field of management, computer science, transportation engineering, transportation planning, or urban & regional planning, or other related fields – [1 point] <p>ii. Number of Years of Experience in Similar Role/Projects: (4 Points)</p> <ul style="list-style-type: none"> ➤ 10 years and above – [4 points] ➤ 5-9 years – [3 points] ➤ 3-4 years – [2 points] 	8 points
<p>Software/Application Architect</p> <p>i. Education level: (2 Points)</p> <ul style="list-style-type: none"> ➤ Doctoral Degree in the field of computer science, engineering, or other related fields– [2 points] ➤ Master’s Degree in the field of computer science, engineering, or other related fields– [1 point] ➤ Bachelor’s Degree in the field of computer science, engineering, or other related fields– [0.5 point] <p>ii. Number of Years of Experience in Similar Role/Projects: (2 Points)</p> <ul style="list-style-type: none"> ➤ 5 years and above – [2points] ➤ 2-4 years – [1 point] 	4 points

<p>Network Architect</p> <p>i. Education level: (2 Points)</p> <ul style="list-style-type: none"> ➤ Doctoral Degree in the field of computer science, engineering, or other related fields – [2 points] ➤ Master’s Degree in the field of computer science, engineering, or other related fields – [1 point] ➤ Bachelor’s Degree in the field computer science, engineering, or other related fields – [0.5 point] <p>ii. Number of Years of Experience in Similar Role/Projects: (2 Points)</p> <ul style="list-style-type: none"> ➤ 5 years and above – [2 points] ➤ 2-4 years – [1 point] 	4 points
<p>Software Engineer/Developer</p> <p>i. Education level: (2 Points)</p> <ul style="list-style-type: none"> ➤ Doctoral Degree in the field of computer science, engineering, or other related fields – [2 points] ➤ Master’s Degree in the field of computer science, engineering, or other related fields – [1 point] ➤ Bachelor’s Degree in the field computer science, engineering, or other related fields – [0.5 point] <p>ii. Number of Years of Experience in Similar Role/Projects: (2 Points)</p> <ul style="list-style-type: none"> ➤ 5 years and above – [2 points] ➤ 2-4 years – [1 point] 	4 points
<p>Database Architect</p> <p>i. Education level: (2 Points)</p> <ul style="list-style-type: none"> ➤ Doctoral Degree in the field of computer science, engineering, or other related fields – [2 points] ➤ Master’s Degree in the field of computer science, engineering, or other related fields – [1 point] ➤ Bachelor’s Degree in the field computer science, engineering, or other related fields – [0.5 point] <p>ii. Number of Years of Experience in Similar Role/Projects: (2 Points)</p> <ul style="list-style-type: none"> ➤ 5 years and above – [2 points] ➤ 2-4 years – [1 point] 	4 points
<p>Data Analytics/Reporting Specialist</p> <p>i. Education level: (2 Points)</p>	4 points

<ul style="list-style-type: none"> ➤ Doctoral Degree in the field of computer science, engineering, knowledge management, or other related fields – [2 points] ➤ Master’s Degree in the field of computer science, engineering, knowledge management, or other related fields – [1 point] ➤ Bachelor’s Degree in the field computer science, engineering, knowledge management, or other related fields – [0.5 point] <p>ii. Number of Years of Experience in Similar Role/Projects: (2 Points)</p> <ul style="list-style-type: none"> ➤ 5 years and above – [2 points] ➤ 2-4 years – [1 point] 	
<p>System/Data Security Specialist</p> <p>i. Education level: (2 Points)</p> <ul style="list-style-type: none"> ➤ Doctoral Degree in the field of computer science, engineering, or other related fields – [2 points] ➤ Master’s Degree in the field of computer science, engineering, or other related fields – [1 point] ➤ Bachelor’s Degree in the field computer science, engineering, or other related fields – [0.5 point] <p>ii. Number of Years of Experience in Similar Role/Projects: (2 Points)</p> <ul style="list-style-type: none"> ➤ 5 years and above – [2 points] ➤ 2-4 years – [1 point] 	4 points
<p>Systems Analyst</p> <p>i. Education level: (2 Points)</p> <ul style="list-style-type: none"> ➤ Doctoral Degree in the field of computer science, engineering, or other related fields – [2 points] ➤ Master’s Degree in the field of computer science, engineering, or other related fields – [1 point] ➤ Bachelor’s Degree in the field computer science, engineering, or other related fields – [0.5 point] <p>ii. Number of Years of Experience in Similar Role/Projects: (2 Points)</p> <ul style="list-style-type: none"> ➤ 5 years and above – [2 points] ➤ 2-4 years – [1 point] 	
<p>Institutional Development Specialist</p>	4 points

<p>i. Education level: (2 Points)</p> <ul style="list-style-type: none"> ➤ Doctoral Degree in the field of planning, management, sociology, engineering, or other related fields – [2 points] ➤ Master’s Degree in the field of planning, management, sociology, engineering, or other related fields – [1 point] ➤ Bachelor’s Degree in the field of planning, management, sociology, engineering, or other related fields – [0.5 point] <p>ii. Number of Years of Experience in Similar Role/Projects: (2 Points)</p> <ul style="list-style-type: none"> ➤ 5 years and above – [2 points] ➤ 2-4 years – [1 point] 	
TOTAL =	40 points

III. Overall Work Commitments	Maximum Points
<p>Number of Ongoing Projects (20 points)</p> <ul style="list-style-type: none"> ➤ Less than 5 ongoing projects – [20 points] ➤ 5 to 8 ongoing projects – [17 points] ➤ 9 to 12 ongoing projects – [14 points] ➤ 13 to 16 ongoing projects – [11 points] ➤ 17 to 20 ongoing projects – [8 points] ➤ More than 20 ongoing projects [0 point] 	20 points
TOTAL =	20 points
<u>GRAND TOTAL =</u>	<u>100 points</u>

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 engagement of the contract will be for a duration of 12 months from receipt of NTP (Notice to Proceed).
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
BAC Chairperson
and Chief of Information and 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

September 16, 2019

NIDA P. QUIBIC
BAC Chairperson
and Chief of Information and 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 development, system design, supply, delivery, installation, implementation, operation and maintenance of the Public Transport Information and Management Center (PTIMC)
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 – Central Office
4.3(f)	Public Transport Information and Management Center
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 2:00 p.m. of September 25, 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 2:30 a.m. of September 25, 2019</p>
9.1	“Similar projects” pertains to projects related to transport planning, urban planning, traffic management, route rationalization, intelligent transport system (including traffic management system, bus information/management system), and capacity building.

9.2	<p>The criteria and rating system to be used are:</p> <ul style="list-style-type: none">a. Applicable experience of the Consulting Firm---40 pointsb. Qualifications of principal and key staff -----40 pointsc. Overall Work Commitments -----20 points <p>Passing Score----- 70 points</p>
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TERMS OF REFERENCE

DEVELOPMENT, SYSTEM DESIGN, SUPPLY, DELIVERY, INSTALLATION, IMPLEMENTATION, OPERATION AND MAINTENANCE OF THE PUBLIC TRANSPORT INFORMATION AND MANAGEMENT CENTER (PTIMC)

BACKGROUND

There was a spate of road accidents involving Public Utility Buses (PUBs) in the years 2013 and 2014 called for road safety awareness and the development of an active monitoring mechanism not just for the movements of PUBs but all Public Utility vehicles (PUVs). Moreover, the public transport degradation (e.g., longer travel time, lower quality of service, etc.), especially in urban areas, poses economic, productivity, and other opportunity losses.

In view of the foregoing, the Department of Transportation (DOTr; then part of the Department of Information and Communication Technology) and Land Transportation Franchising and Regulatory Board (LTFRB), together with the Department of Science and Technology - Advanced Science and Technology Institute (DOST-ASTI) started in 2014 a Bus Management System (BMS) that utilizes real time Global Positioning System (GPS) data.

Pilot testing was done 2015 in Metro Manila with the objectives of tracking the PUB's current location and monitoring speed and route lane, hence generate reports on violations committed. The data generated was then envisioned to aid project and policy developments which includes developing Intelligent Transport System (ITS) applications.

Later that year, the LTFRB signed a Memorandum Circular 2015-021 (26 Jun 2015) and 2015-026 (16 Nov 2015) regarding the Installation of GPS Device to All PUB Service Units. The deadline set for PUBs was last on or before 30 Apr 2016 and 30 Aug 2016, for provincial buses entering Metro Manila and within Metro Manila, respectively. As of today, more than 11,000 provincial and city PUBs have GPS installed in them.

The second phase of the project, then, supported LTFRB during the initial period for the registration of the GPS devices, including evaluation of the accuracy of the devices and GPS signals, and development of useful reports and analytics for bus information and management.

On June 2017, with the signing of the DOTr Department Order 2017-011 also known as the Omnibus Franchising Guidelines, the PUV Modernization Program was launched. One of the components of the said program is to encourage shift to units which are safer for the environment, commuters, and even the drivers/operators themselves. To further ensure the safety of the riding public, some devices are mandated to be installed in the modern PUVs, some of these are the GPS and Automatic Fare Collection (AFC) devices.

The PUV Modernization Program, however, is still in transition period (until 19 June 2020), hence, only a few PUVs have already substitute their old units with compliant ones with complete features.

While the initial implementation of this project targets PUBs within Metro Manila, it is supposed to be carried out in the whole country covering all modes of PUVs.

OBJECTIVES

The objective of the project is to have a centralized planning and monitoring system for the transport network that uses data derived from the Bus Management Information System (BMIS) to inform mobility plans. The specific objectives are:

1. develop a Philippines National Master Plan of Public Transport Information and Management System (PTIMS);
2. enable the DOTr and LTFRB to capture, process, utilize, and share data generated by PUVs:
 - a. measure compliance to road safety regulations (speed limit)
 - b. measure service quality offered (ETA, travel time)
 - c. share to public PT information needed for trip planning (supply of PUBs, ETA)
 - d. store and analyze data generated through a certain period (real-time to historical data)
 - e. share the information with relevant NGAs to aid them in project development and legislation (analyzed historical data)
 - f. share the information with bus companies for fleet management (analyzed historical data)
 - g. others as may be determined by the SOLUTIONS PROVIDER
3. allow two-way real-time communication with drivers for the following purposes:
 - a. send accident and/or calamity reports, requests for help, etc.
 - b. send warning for violations committed during the travel
 - c. others as may be determined by the SOLUTIONS PROVIDER
4. conduct pilot implementation in selected routes in Metro Manila; and
5. capacitate DOTr and LTFRB personnel to manage the PTIMC.

TASKS, ACTIVITIES, OUTPUTS

Drafting of the PTIMS

Review of all available reference reports and relevant studies concerning PTIMS

As relevant laws and policies should be in place before the implementation of the project, the SOLUTIONS PROVIDER must also conduct research on the legal and policy framework for GPS and driver console integration of other countries. This also includes reviewing the relevant Philippine practices on technical specifications for each work item with due consideration to the said standards and status of existing international PTIMS. Some of the policies and studies are stated below.

Review of the LTFRB Memorandum Circulars concerning the Bus Information System

The SOLUTIONS PROVIDER shall suggest amendment/s to the LTFRB Memorandum Circulars issued governing the issuance of Certificate of Accreditation to GPS providers.

Review the Feasibility Study on the Metro Manila PTIMC Implementation

The Department of Transportation partnered with the Intelligent Transport Society of Korea for the Feasibility Study on the Metro Manila PTIMC Implementation dated 2018.

The SOLUTIONS PROVIDER must review the said study and modify it based on the changes in the Metro Manila transport and traffic situation.

Summary of Recommendations

The SOLUTIONS PROVIDER shall provide a summary of all policy regulations with all its outcomes, and all of the studies with all its recommendations. Suggestions of the SOLUTIONS PROVIDER for the PTIMS, based from each policy and study, must also be listed.

Stakeholder Consultation

The SOLUTIONS PROVIDER shall facilitate the consultation and coordination meetings, including the establishment of consensus and signing of agreement, with all the concerned stakeholders to be involved in the PTIMC program. These are mainly National Government Agencies (NGAs) involved in the transportation industry, the Local Government Units (LGUs), and the transport sector or the bus companies to participate in the project, especially the initial implementation plan.

The core players in the said project include, but are not limited to, the following:

AGENCY	FUNCTION	FUNCTION RELATED TO PTIMC
DOTr	policy setting and transport systems planning	policy on bus management and safety
LTFRB	regulation and supervision of motorized land-based PUVs	accreditation of GPS devices
LTO	driver licensing and supervision of motorized land-based PUVs	issuance of certification complying to PNS (and features)
MMDA	traffic management within Metro Manila	proposed solutions to traffic congestion examples: -ABC scheme (loading/unloading stops) -number coding scheme
LGUs	construction and maintenance of streets traffic management within jurisdiction transport regulation within jurisdiction	transport regulation
DOST	knowledge creation and management	back-up center for the 2014 bus management system
NEDA	coordination of policies of transport sector (road, maritime, aviation, etc.) in the Philippine Development Plan	

DPWH	planning, design, construction of national roads and bridges	permits to install loading and unloading bays
Bus Companies	provide public transport service	participation in the pilot implementation

Drafting of the Master Plan, Roadmap, and Comprehensive Implementation Plans

Through the research and consultation/coordination meetings conducted, the SOLUTIONS PROVIDER shall draft the PTIMC Master Plan and the National Roadmap in the Philippines for a systematic development and efficient implementation. This includes the revised plan for pilot implementation, as well as, future plans for the future implementation in the whole country.

The Pilot Implementation Plan shall include certain percentage of City PUBs passing through the Epifanio de los Santos Avenue, and identified two (2) high-demand routes i.e. Cainta - Quiapo via Ortigas Ave. and Taytay - Quiapo via Manila East Rd. It will be discussed further in the next sections of this TOR.

The Comprehensive Implementation Plans for the whole Metro Manila and the regions shall build upon the assessments made and recommended improvements from the Initial Implementation. For the plans for the Regions, the establishment of the satellite offices, and identification of the pilot areas may be considered.

Establishment of the Centers

A control center, a main data center, and back-up data centers must be established.

The control center will focus on the daily operations for the bus management and bus information system. Meanwhile, the data center must house application servers, data and voice communications equipment, peripherals and any other equipment that is necessary, including future expansion. The network room must be a self-contained secured area.

Civil Works

The SOLUTIONS PROVIDER shall be responsible for setting up the control center all civil works necessary to construct/remodel the space which may include but not limited to constructing walls and doors with locks, floors, roofs, ceilings, painting, tiling floors, providing lighting and electrical works.

Space Arrangement

A space shall be provided by the LTFRB for the central command station and data center, and by the DOST for the back-up data center. The SOLUTIONS PROVIDER shall provide a floor plan to maximize the space provided. It shall include, but not limited to, the following: layout, location of equipment and furniture, etc.

Electricity Facility

The SOLUTIONS PROVIDER shall check the current electricity and grounding in the area to ensure stability, reliability, economic feasibility, operability. The SOLUTIONS PROVIDER shall present

power supply plan with stability, reliability, economic feasibility, operability by calculating suitable consumption capacity of center.

The SOLUTIONS PROVIDER must provide power supply scheme/facility in anticipation of temporary power blackout or momentary blackout; in that case, Uninterrupted Power Supply (UPS) shall maintain at least 60 mins in case of blackout.

Provision of Needed Facilities, Equipment, and Furnitures

Operation

Center shall be designed to be future-oriented to actively prepare for transport environment. The SOLUTIONS PROVIDER shall provide the equipment and furniture in needed in the said station (refer to Annex A for list of equipment and required specifications).

Safety and Security

Centers shall be also able to operate 24 hours a day, operation shall not be disturbed by visitors. Hence, security facility for access shall be installed.

Fire extinguishing facility shall be designed to link new fire extinguishing facility with existing fire extinguishing facility.

Others Facilities

Ventilation facility (i.e. thermo-hygrostat, air conditioning, circulation, air cleaner etc.) and lighting facility for safe system operation shall be installed after reviewing expansion of center facility.

Center shall be equipped with facilities and equipment for communication e.g., telephones and LAN etc. The data communications solution must be provided with network management system for administration and maintenance. The SOLUTIONS PROVIDER must provide the detailed description of proposed data network design and discuss how reliability, resiliency and security are achieved in the proposed solution.

Provision of Manpower

The SOLUTIONS PROVIDER shall deploy people (i.e. technical staff, administrative staff, and security personnel) to man the Data Centers during the period of their engagement. While the counterpart team from the DOTr and the LTFRB should have been trained before the implementation, they will only be allowed to observe and perform under the supervision of the deployed staff. By the few months of the engagement of the SOLUTIONS PROVIDER, the turnover of tasks and the centers shall be conducted through capacity-building workshop (to be discussed in the future sections of this TOR).

Development of the BMIS Design

The SOLUTIONS PROVIDER shall

- a. set objective and basic direction of bus operation management on the basis of bus operation information collected in real time and define scope and content of operation management;
- b. establish strategy which enables differentiated management per relevant body; and
- c. present operation interval adjustment scheme which includes rational management strategy according to operation interval type.

Bus operation strategy shall set appropriate period of bus operation information collection and provision after deep review on distance between bus stops, maximum velocity of bus, communication shade area, process capacity of server, etc., and specifically present minimum interval of collection and provision, maximum simultaneous communication capacity, etc. Also, interval of collection and provision shall be adjustable according to traffic condition of operating route.

Information Collection System

A. Selection of bus location tracking technology

The SOLUTIONS PROVIDER shall

- a. present target level/standard of accuracy and present method of reliability analysis, evaluation and improvement plan; and
- b. present counter measure to shade area and response to reduce shade area.

Proposed technology by the SOLUTIONS PROVIDER shall be able to record of velocity/location tracking/operation data in case of operation over the specified speed limit. Location tracking method shall organically respond to subsequent route modification. As most PUBs have already GPS trackers installed in them, the system must be able to accommodate any type of GPS tracker the PUBs are currently using.

Integrated device must easily be able to adopt to new operational information e.g., route info, stop info, intersection info. It should also have pre-defined parameters e.g., speed limit, data transmission interval for each trip.

B. Data collection

The SOLUTIONS PROVIDER shall

- a. establish collection system strategy which enables link bus operation information with other available systems;
- b. present optimized collection interval through operation environment analysis such as operation time per section, and, also, interval of collection/provision shall be adjustable when needed in order to improve accuracy level.

The SOLUTIONS PROVIDER shall also perform the following roles in order to provide communication between integrated device terminal and the data center through GPRS/3G/4G/LTE/5G:

- a. define necessary additional functionalities of the integrated device terminal;
- b. define communication protocols between integrated device terminal and the centers; and
- c. define and provide communication library module.

The integrated devices should be able to gather at minimum the following information:

CLASSIFICATION	COLLECTION INTERVAL	DATA
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Bus basic information	Event/period	Vehicle ID Route ID Company ID
Bus location information	Event/period	Current location Velocity Arrival time to Bus Stop Crossroad Arrival Information
Bus management Information	Event/period	Operation status information Running Distance Running Time Number of Trips Dispatch Signal
Bus management Information	Event	Incident information Traffic Violation information Device Status
Future expansion	Event/period	Integrated platform application service processor management (Extend vehicle service processor like DTG, BIS, e-Call and Black box)

Data collection system shall present improvement plan suitable for traffic nature of project objective sector, and present realistic data collection method.

Information Provision System

The system shall provide information for operation management from control center to operator and bus company. Information such as bus location and ETA shall be provided to the passengers through internet, mobile and bus information at the bus stops. After initiation, system shall collect/provide transport information and relevant information as deemed necessary.

The SOLUTIONS PROVIDER shall

- a. propose to maximize accuracy of provided information, suitability of time interval, visibility of information, convenience of information use, etc.;
- b. present exact target level and scope of ETA, departure/arrival time, first/last bus, return information etc.;
- c. present information provision interval according to accuracy level per medium which can be adjusted accordingly; and
- d. quantitatively present method of reliability analysis, verification and evaluation for the dispatch schedule operation, and conduct evaluation on comprehensive function and performance when installation of each system is completed.

The following information (both static and real-time) to be provided shall be, but not limited to, the following:

USER	INFORMATION TO SHALL BE RECEIVED/PROCESSED	INFORMATION THAT SHALL BE ABLE TO SHARE
Bus Driver	<ul style="list-style-type: none"> - distance and time (operational interval) between the pertaining vehicle and its front/rear vehicle - alert/warning message about violation - other messages from control center and bus company 	<ul style="list-style-type: none"> - incident information - other messages to control center and bus company
Bus Company	<ul style="list-style-type: none"> - ETA of PUB per bus stop - stoppage time - departure time - location information - operation history and statistics analysis (daily, weekly, monthly, quarterly, yearly, etc.) - other messages from control center and bus drivers 	<ul style="list-style-type: none"> - alert/warning message to bus drivers - other messages to control center and bus drivers
General User	<ul style="list-style-type: none"> - PT static information (route, stops, schedule i.e. first/last bus, fare, estimated travel time, map illustration) - location information - ETA of PUB to bus stop near to current location - alert/notice of delay (e.g., car accident, malfunction, service 	<ul style="list-style-type: none"> - complaint/commendation

	suspension, other emergencies)	
Control Center	<ul style="list-style-type: none"> - ETA of PUB per bus stop - stoppage time - departure time - location information - operation history and statistics analysis (daily, weekly, monthly, quarterly, yearly, etc.) - PT static information (route, stops, schedule i.e. first/last bus, fare, estimated travel time, map illustration) - comparison of expected and actual data (operation, dispatch, ETA, travel time, etc.) 	<ul style="list-style-type: none"> - alert/warning message to bus drivers - other messages to bus company and bus drivers

Sources of Information

Most of the real-time information will come from the on-board equipment and detection systems in the stops and/or terminals. For the static information, e.g., transit information (route information), the SOLUTIONS PROVIDER may conduct study or build-up from the available studies and data of the Department and other NGAs.

Summary of Application of the Software

The SOLUTIONS PROVIDER shall ensure provide the following:

- A. Structure of entire function
- B. Structure of entire data
- C. Terminology of proposing system

Bus Operation Management and Dispatch Management System

FUNCTION	DETAILED FUNCTION
Operation information collection	Collect bus information collected from integrated devices Collect driver's violation information
Process collected information	Calculation of real time bus location Time-spatial map generation Distance between vehicles Passing time of bus stop

	<p>Operating time</p> <p>ETA processing</p>
Bus operation management	<p>Operation status monitoring</p> <p>Electronic map display</p> <p>Time-spatial map search</p> <p>Monitor real operation status comparing with operation plan, transmission of driver notice</p>
Dispatch management	<p>Establishment/search/registration/modification/delete/copy/print of dispatch plan</p> <p>Dispatch plan vs. actual dispatch</p>
Bus administration support	<p>Manage operating distance per route</p> <p>Manage vehicle and depot per route</p> <p>Route search/registration/modification/delete</p> <p>Operation schedule information per route</p> <p>Modified route application/restoration</p> <p>Bus stop search/registration/modification/delete</p> <p>Changed bus stop modification/restoration</p>
Bus operation data management	<p>Day/week/month/quarter/year statistics information analysis</p> <p>Statistics analysis per company/bus stop/route</p> <p>Operation data search per section/route/bus stop</p> <p>Operation statistics search per company</p> <p>Search/print bus operation statistics</p> <p>Collection rate, communication delay time analysis per bus stop/vehicle</p>

Creation of Website and Application

The SOLUTIONS PROVIDER shall develop a website and a counterpart mobile application where all the target users may access the information. The website/application must have mechanism to

classify the information to be visible per type of user. Users are categorized as (1) head agency i.e. DOTr and LTFRB, (2) other NGAs, (3) bus managers, (4) bus drivers/conductors, (5) commuters, and (6) academe.

Development of Back-Up and Recovery Plan

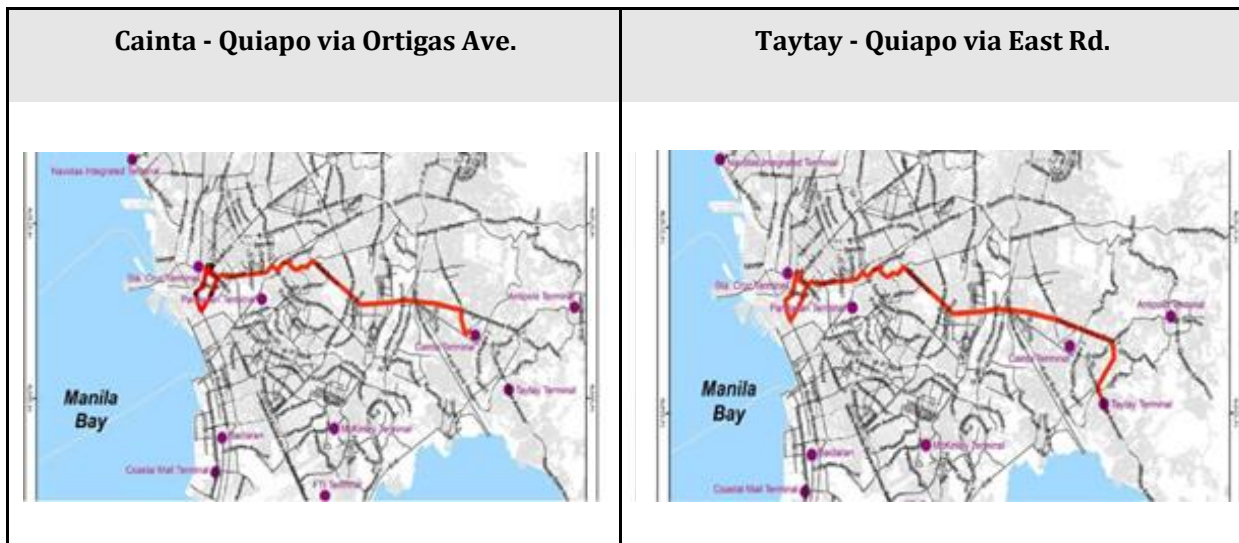
The System must be able to acquire historical data to be able to generate reports to better the transport and traffic situation, and aid the managers for decision-making. It should also be able to check the errors in the data sent.

The back-up data center will be hosted in the DOST-ASTI, hence, additional equipment in the space to be allotted by the said office shall be delivered and installed by the SOLUTIONS PROVIDER.

Pilot Implementation in Metro Manila

There shall be two (2) phases of the pilot implementation:

1. PUBs servicing the Taytay - Quiapo and Cainta - Quiapo routes



2. City PUBs along EDSA

City PUBs

The SOLUTIONS PROVIDER shall examine the information from LTFRB Central Office - Information System Management Division (ISMD) i.e. information of PUBs servicing the said routes, including data of operators plying the said routes.

Identification of Target City PUBs

The SOLUTIONS PROVIDER shall determine the percentage or number of City PUBs to participate in the pilot implementation; it should consider at least ten percent (10%) attrition rate to ensure success of the pilot even if some PUBs opt to not participate.

The SOLUTIONS PROVIDER should devise a scheme on how to select the target participants. They may select the target participants based on operator (i.e. group or company willing to participate) and/or based on route (i.e. high-demand, non-redundant routes).

Installation of the On-board Equipment

The SOLUTIONS PROVIDER shall provide the overboard display to show the following information: (1) speed during travel, (2) ETA, factors affecting ETA (e.g., traffic situation in roads to be traversed, accident reports, etc.), (3) public advisories, etc.

The SOLUTIONS PROVIDER shall install integrated devices to the target PUBs. Data from the integrated device shall be the primary data source for the BMIS. Hence, the integrated device shall directly send the data to the data center through GPRS/3G/4G/LTE/5G.

Also, the data center shall be able to receive and process data sent through other devices, e.g., mobile data. Aside from the integrated devices, the SOLUTIONS PROVIDER shall find way to install the mobile application to the phones of drivers/operators. Working phones for the target PUBs may be provided, if deemed necessary.

Other features like CCTV and/or dash cameras, speed limiters, GPS (if not yet installed), AFCS, and other devices which should be deemed necessary by the DOTr, LTFRB, and the SOLUTIONS PROVIDER over the course of the planning and/or implementation of the project should also be installed by the SOLUTIONS PROVIDER.

Bus Stops and Terminals

Identification of Bus Stops and Terminals to be Installed with PUV Displays

As the loading and unloading stations (bus stops) in the two (2) Quiapo routes vary among PUBs, the SOLUTIONS PROVIDER shall properly identify bus stops where the PUV information displays shall be installed. The stops should be strategically located given the Boarding and Alighting and/or Origin-Destination Profiles of the commuters in the said routes.

On the other hand, for the whole stretch of the Epifanio delos Santos Avenue (EDSA), the loading and unloading stations (bus stops) were already identified through the Metro Manila Development Authority's (MMDA's) Bus Segregation Scheme (also known as ABC scheme; i.e. PUBs tagged as A and B will only be allowed to use their designated A and B stops while those tagged as C will be allowed to use all PUB stops). Hence, the said bus stops may be the areas to be installed with PUV information displays.

The SOLUTIONS PROVIDER must conduct the needed survey, in the absence of readily-available data.

Standardization of Bus Stops

The SOLUTIONS PROVIDER shall build bus stops in strategic locations where there is none, especially in the case of the two (2) Quiapo routes. In relation to this, the design of the stops (and other traffic signals) should be standardized. This design shall be the basis of the future standardization of all bus stops, terminals, and traffic signaling system.

Installation of Displays

The SOLUTIONS PROVIDER shall install the PUV Information Displays to the identified bus stops and/or terminals. It should display needed information by commuters for trip planning (e.g., ETA of next bus, passenger occupancy, and traffic congestion in selected areas, among other information).

As the system also wants to integrate the AFCS, space in the stops/terminals should be provided where the commuters can easily reload their transportation cards to be used in their future trips. The loading stations must be interoperable with all the AFCS providers selected to be installed (if part of the OBE).

Management of the Control and Data Center

The SOLUTIONS PROVIDER shall deploy their own personnel to oversee the centers during the pilot implementation of the project. This is in consideration of the fact that the DOTr and LTFRB staff have yet to fully grasp the system.

Workshops and Trainings

Workshop in Preparation to the Pilot Implementation

Workshop for the Personnel in PUBs and Terminals

The SOLUTIONS PROVIDER shall submit education plans for BMS system operation, management, and maintenance. The SOLUTIONS PROVIDER shall present module/plan of technology transfer per system and phase, advancing from basic to advanced level.

The plans shall be specifically drafted and modified based on the perceived needs of the drivers, terminal operators of bus unions and/or companies in Metro Manila and neighboring cities. Assessment of prior knowledge and skills, including expectations, must be done to aid in the development of the plans.

The module/plan may include, but not limited to, the following:

1. Content and schedule;
2. Level, tools, equipment; and
3. Reference data.

During construction period, the SOLUTIONS PROVIDER shall conduct a half-day to whole-day training/workshop at least twice per group of trainees, and in advancing levels. It shall be scheduled in a way that it will not cause any problem and/or delay to the actual operation of the system.

At least two (2) members of the Counterpart Team should also attend every session with the target stakeholders. Different members can attend the sessions to give chance for the whole team to interact with the stakeholders.

Workshop for Personnel in the Control Center and Data Centers

During the construction period, the SOLUTIONS PROVIDER shall conduct a three (3) to five (5) day training/workshop to capacitate the government personnel to at least answer the basic queries of the target stakeholders, and the basics of operating the system. Topics may include but is not limited to the following:

1. Basics of the System;
2. Tools (and purpose of each);
3. Implementation Plan; and
4. Other topics as may be deemed necessary by the SOLUTIONS PROVIDER.

Monitoring and Evaluation

Transfer of Technology/Workshop

Two months before the end of the contract of the SOLUTIONS PROVIDER, they shall conduct a three (3) to five (5) day training/workshop to enable them to take over the command center. This should also be an avenue to discuss the next steps for the PTIMS. Topics may include but is not limited to the following:

1. Knowledge Management;
2. System Operation and Management;
3. Monitoring and Updating Framework;
4. Ways Forward; and
5. Other topics as may be deemed necessary by the SOLUTIONS PROVIDER.

DELIVERABLES AND SCHEDULE OF PAYMENT TRANCHES

The SOLUTIONS PROVIDER shall be paid based on milestone accomplishments i.e. upon submission of designs/plans/reports or completion of construction/installation/delivery, and acceptance/approval of the said outputs by the LTFRB Board. The release of payment shall be as follows:

MILESTONES	TARGET DATE	PAYMENT TRANCHES
Submission and Acceptance of the Inception Report	0.5 mos after NTP	5%
Submission and Acceptance of the Review of the Relevant Policies and Related Projects (list with insights/learnings, pros and cons)	1 mos after NTP	
Submission and Acceptance of the Matrix of Solutions by Previous Feasibility Study visavis Action to be Taken (Accept/Deny) and Reasons	1.5 mos after NTP	
Submission and Acceptance of the		

Core Group Consultation Report	2 mos after NTP	
Submission and Acceptance of the Initial Plan for the PTIMS	2 mos after NTP	
Submission and Acceptance of the Proposed Civil Works for the Centers/Stations	2 mos after NTP	
Submission and Acceptance of the Completion Report of Civil Works	3 mos after NTP	10 %
Submission and Acceptance of the List of Equipment/Furniture Delivered/Installed for the Command and Data Centers	3 mos after NTP	
MILESTONES	TARGET DATE	PAYMENT TRANCHES
Submission and Acceptance of the Concept for BMIS Concept	3 mos after NTP	10 %
Submission and Acceptance of the System (Website, Mobile Application)Prototype/Blueprint	3 mos after NTP	
Submission and Acceptance of the Proposal for the Pilot in the Two (2) Quiapo routes	3 mos after NTP	
Submission and Acceptance of the Proposal for the EDSA Routes	4 mos after NTP	10 %
Submission and Acceptance of the Website and Mobile Application	4mos after NTP	
Submission and Acceptance of the Consultation Report for the Pilot in the Two (2) Quiapo routes	5 mos after NTP	

Submission of Acceptance of the Final Plan for the Pilot in the Two (2) Quiapo routes	5 mos after NTP	
Submission and Acceptance of the Consultation Report for the Pilot in EDSA	5 mos after NTP	
Submission of Acceptance of the Final Plan for the Pilot in EDSA	6 mos after NTP	25 %
Submission and Acceptance of the Completion Report on the Installation of Devices in the Selected Stops/Terminals in the Two (2) Quiapo routes	6 mos after NTP	
Submission and Acceptance of the Completion Report on the Installation of OBE in the City PUBs in the Two (2) Quiapo routes	6 mos after NTP	
Submission and Acceptance of the Completion of Workshop Report for Drivers/Managers in the Two (2) Quiapo routes	6 mos after NTP	
Submission and Acceptance of the Completion of Workshop Report for the Counterpart team	6 mos after NTP	
Submission and Acceptance of the 1st Month Report on Implementation in the Two (2) Quiapo routes	8 mos after NTP	
Submission and Acceptance of the Completion Report on the Installation of Devices in the Selected Stops/Terminals in the EDSA	8 mos after NTP	
Submission and Acceptance of the Completion Report on the Installation of OBE in the City PUBs in EDSA	9 mos after NTP	

Submission and Acceptance of the 1st Month Report on Implementation in EDSA	10 mos after NTP	10 %
Submission and Acceptance of the Training/Transfer of Technology Report	11 mos after NTP	
Submission and Acceptance of the Final Comprehensive Plan for PTIMS	12mos after NTP	
Submission and Acceptance of the Final Report	12 mosafterNTP	

PROJECT DURATION

The entire project will take 12 months, from receipt of NTP, to complete.

PROJECT COSTS

The total project is three hundred nineteen million pesos (Php 319,000,000.00), inclusive of tax, and is consists of the following:

Includes the following:

- Management Fee
- Professional service fees
(including Facilities and Maintenance Support, Data Center, Systems, Network/Telecommunication, Operations and Desktop Support, In-House Information Systems Security Support)
- Software Development
- Equipment and Furniture, etc.
(in the center/station, in the PUBs, and in the terminals)
- Freight Expenses
- Telecommunication Services
- Other supplies and materials
- Printing expenses
(for plans and reports)
- Trainings/Workshops
Venue, Meal, Travel, and Accommodation Expenses during the Trainings/Workshops
Allowance (for the drivers/operators/dispatch managers during trainings)
- Consultation Meetings
Venue and Meal Expenses (Accommodation Expenses, if more than a day)

QUALIFICATIONS OF THE FIRM

The firm must meet the following qualifications:

1. At least three (3) years of experience in undertaking studies on road-based public transport systems; and
2. Undertaken at least two (2) studies on integrated transport systems and/or bus management information systems (preferably those implemented/ being implemented).

(Note: Failure to meet the foregoing requirements will result in automatic disqualification)

The firm shall be selected using the Quality Based Evaluation / Selection (QBE/QBS) procedure.

QUALIFICATION REQUIREMENTS OF THE CONSULTANTS

As a minimum, the following staff are required:

Project Manager

- Graduate of any course in planning, engineering or management or related fields
- Minimum experience of five (5) years in the role
- Minimum experience of three (3) years with the firm
- Minimum duration of engagement : 12 months

Software/Application Architect:

- Minimum experience of three (3) years in the role
- Minimum experience of two (2) years with the firm
- Minimum duration of engagement : 6 months

Network Architect

- Graduate of any information technology or computer science/engineering course
- Minimum experience of three (3) years in the role
- Minimum experience of two (2) years with the firm
- Minimum duration of engagement : 6 months

Software Engineer/Developer

- Graduate of any information technology or computer science/engineering course as an engineer
- Minimum experience of three (3) years in the role
- Minimum experience of two (2) years with the firm

- Minimum duration of engagement : 6 months

Database Architect

- Graduate of any information technology or computer science/engineering course
- Minimum experience of three (3) years in the role
- Minimum experience of two (2) years with the firm
- Minimum duration of engagement : 6 months

Data Analytics/Reporting Specialist

- Graduate of any information technology or computer science/engineering course
- Minimum experience of three (3) years in the role
- Minimum experience of two (2) years with the firm
- Minimum duration of engagement : 6 months

System/Data Security Specialist

- Must have experience in securing enterprise grade distributed systems
- Graduate of any information technology or computer science/engineering course
- Minimum experience of three (3) years in the role
- Minimum experience of three (2) years with the firm
- Minimum duration of engagement : 6 months

Systems Analyst

- Must have served as a systems analyst for the development of an open data transportation application within the last two (2) years
- Graduate of any information technology or computer science/engineering course
- Minimum experience of three (3) years in the role
- Minimum experience of three (2) years with the firm
- Minimum duration of engagement : 6 months

Institutional Development Specialist

- Must have knowledge of the local bus industry situation with background in planning, engineering or management or related fields

- Must have knowledge in proposing institutional approach, with regard to the political, legal, organizational and financing feasibility of a project
- Graduate of any course in planning, engineering or management or related fields
- Must be licensed or with equivalent certification
- Minimum experience of three (3) years in the role
- Minimum duration of engagement : 6 months

Approved by:

Atty. Martin B. Delgra III

Chairman

Equipment and Specification

NO.	ITEM	SPECIFICATIONS / REMARKS	QUANTITY	JUSTIFICATION
1	Integrated Terminal	<ul style="list-style-type: none"> - CPU :ARM Core CPU - Memory :512MB RAM/512M Flash More than 4GB External SD Memory - Communication : Wi-Fi: 802.11. b/g, LAN: 10/100bps, GPS - Etc. : GPS Engine & Antenna 4 Serial Port, 1 USB, CAN, OBDII <p>Source: Cube (Korea)</p>		To gather operation/status data from the system installed inside the bus.
2	Dual-band Modem	<ul style="list-style-type: none"> - Wireless Modem Type : EDGE - Dual-band integrated CDMA, GSM modem - Size : 95time; 54time; - Input voltage : 6V-32V - The support of the SIM card : 3V/5V - Interface Type : USB - Transmission Rate : 2Mbps - Style : External <p>Source: Cinterion (China)</p>		To allow communication between the integrated terminal and the center.

3	CCTV	<ul style="list-style-type: none"> - Input : NTSC, PAL - Video Input : Max 4ch - Resolution : Over 720*480 - Compression : H.264, MPEG4, MJPEG etc. - Recording : Any Time - Search : Time/Date, Calendar, Event - Power : 10V ~ 40V - At least 5 cameras (front, rear, inside the bus) - Long and secure recordings of video images - Secure transmission onto a central server - Rapid integration into different vehicle models - Video storage capacity : 1TB <p>Source: Gorba Corporation (Germany), Fast Point GPS, Optimal Tech</p>		To monitor overall surveillance for passenger safety and driving condition.
4	Driver Terminal	<ul style="list-style-type: none"> - Display :Full color TFT or HD - 2GB RAM, 16G Flash, 2ghz GPU <p>Source: Fast Point GPS</p>		Allows the delivery of reliable and optimized information easily and effectively.
5	LED Destination Indicator	<ul style="list-style-type: none"> - Voltage: 24VDC (17~32VDC) - Data communication: RS 485 or IBIS standard - EMC: 89/336/EEC, CE and e mark - Temperature range: -25 to +70°C - Relative humidity :<95% RH at +40°C 		To allow passengers to easily recognize bus information including route number, destination, and city

		Source: Mobicom Corporation (Sweden), Shinsung NS Tech Corporation (Korea)		terminal/stops.
6	Passenger Counter	<ul style="list-style-type: none"> - Operating voltage: 9~36VDC - Operating temperature: -20~65 degrees - The distance of counter and baffle board is 3m - Interfaces: Standard - IBIS, RS 485, ISB, stop signal - Ethernet, RS232 <p>Source: Uniwise (China)</p>		To detect passengers on/off and transmit to integrated controller to efficiently allocate vehicles, prevent manpower loss.
7	Passenger Terminal	<ul style="list-style-type: none"> - Operating voltage: 24VDC (18~32VDC) - Operating temperature: -20~ 30o - Lifetime(CCFL back light) approx. 10,000hours - Interfaces: Standard - IBIS, RS 485, ISB, stop signal - Editing software: Mobitec Content Editor - Display: 19", 16:9, 1366 x 768 - Brightness: min 500cd/m2 / Ethernet, RS232 - Contrast: 1000:1 / CPU: 1.6Ghz - RAM: 512MB SDRAM / Memory: 4GB flash - Operating system: LINUX - Data formats : MPEG, MOV, AVI, BMP, JPG, PNG, GIF 		To provide bus information such as next scheduled stop in order to increase passenger convenience as well as improve internal environmental condition.

		Source: EB Corporation (Korea)		
8	On Board Speaker	<ul style="list-style-type: none"> - Impedance: 4Ω - Sensitivity: 91DB - Normal power: 100w - Max power: 200w - Frequency: 45hz -20khz - Audio coil: 25mm asv - Magnet : 38oz <p>Source: Fl-Pk (China)</p>		To provide information on the arrival and the next stop, announcements and other messages saved in the integrated terminal.
9	Main operation server	<ul style="list-style-type: none"> - 32GB DDR4 Memory, Primary OS-Unix, 8-core 3.32GHz Processor Card - PCIe 316Gb2-port Fibre Channel Adapter 	2	
10	Communication server	<ul style="list-style-type: none"> - 32GB DDR4 Memory, OS-Linux, 8-core 2.13GHz Processor Card - HDD 300GB SAS*4 	2	

11	Information provision server (Web, Mobile, Operator)	<ul style="list-style-type: none"> - 64GB DDR4 Memory, OS-Linux, 8-core 2.13GHz Processor Card - HDD 300GB SAS*8 	1	
12	WAS server	<ul style="list-style-type: none"> - 32GB DDR4 Memory, OS-Linux, 8-core 2.13GHz Processor Card - HDD 300GB SAS*4 	1	
13	Location Calculation server	<ul style="list-style-type: none"> - 64GB DDR4 Memory, OS-Linux,8-core 2.13GHz Processor Card - HDD 300GB SAS*8 	1	
14	Backup server	<ul style="list-style-type: none"> - 16GB DDR4 Memory, OS-Linux, 8-core 2.13GHz Processor Card -HDD 300GB SAS*8 	1	
15	Center Operation terminal (PC)	<ul style="list-style-type: none"> - i7-9core 8th/9th Gen - 3.0Ghz - 32GB DDR Memory - 1TB HDD, 256/512GB SSD PCIe NVMe 	20	To ensure speed in data processing and analysis.
16	Laptop	<ul style="list-style-type: none"> - i7-9core 8th/9th Gen - 3.0Ghz - 32GB DDR Memory - 1TB HDD, 256/512GB SSD PCIe NVMe 	20	To ensure continuity of operations in case PCs malfunction. For off-site activities.
17	Printer	<ul style="list-style-type: none"> - Print/Scan/Wi-Fi/A3/Auto 2-sided Printing - Scan & copy: up to A4 size, Print up to A3 size paper - OS Compatibility: Window 10, Windows 8/8.1, Windows 7, Windows Vista 	10	For general printing purposes.
18	Plotter	<ul style="list-style-type: none"> - Print resolution: Up to 2400 x 1200 optimized dpi - Media handling: Sheet feed, roll feed, automatic cutter - Media size: 	1	For plotting of relevant maps for better visualization, planning,

		<p>Rolls: 11 to 44 in (279 to 1118 mm)</p> <p>Sheets: 8.3 x 11 to 44 x 66 in (210 x 279 to 1118 x 1676 mm)</p> <p>Standard sheets: A, B, C, D, E (A4, A3, A2, A1, A0)</p> <ul style="list-style-type: none"> - Applications: Line drawings, Renderings, Presentations, Maps, Orthophotos - Memory: 128 GB virtual 500 GB Self Encrypted hard disk 		reporting purposes.
19	System monitoring server	<ul style="list-style-type: none"> - 32GB DDR4 Memory, OS-Linux, 8-core 2.13GHz Processor Card -HDD 300GB SAS*4 	1	
20	External storage	-	1	
21	Backbone switch	<ul style="list-style-type: none"> - 2x2.4Tbps MPU/Fabric, 48p 1000 BASET w/ PoE+SE Module - 44pGbE/4p10Gb ESE Module 	1	
22	Internet router	-	2	
23	L3 Switch	<ul style="list-style-type: none"> - 24-Port Combo Type10/100/1000 BaseTor100/1000Base-X4-port - 1/10G Base-RSFP+,2-port1/10G Base-RSFP+ 	2	
24	Firewall (IPS function included)	<ul style="list-style-type: none"> - CPU : 3.1GHz(4Core), 8GB Memory, CF Memory 2GB, HDD 500GB 	1	
25	SAN Switch	<ul style="list-style-type: none"> - SAN48B-516Gbps SWSFP, SAN48B512Port 16Gbps 	1	

26	Situation board	- DLP Cube 4column*2row 72"inch	8	
27	IP Wall Controller	- Input 24ch, output 24	1	
28	DVI Matrix Switcher & DVI Interface	- To be determined by service provider.	1	
29	UPS (100 K)	- To be determined by service provider.	1	
30	Electric Generator	- To be determined by service provider.	1	
31	Thermo-hygrostat	- To be determined by service provider.	1	
32	Fire detection, alarm and suppression system (data center)	- To be determined by service provider.		To ensure safety in case of fire.
33	Air conditioning unit (data center)	- To be determined by service provider.		To ensure adequate ventilation inside the center.
34	Bus Information Terminal (BIT)	- Type of BIT may vary depending on the presence of existing bus stops.		To provide relevant information to passengers at designated bus stops.

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 20__
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 ten years (2008-2018)

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 **PUBLIC TRANSPORT INFORMATION AND MANAGEMENT CENTER**, 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.'Id 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 2

