

PHILIPPINE BIDDING DOCUMENTS

PART I

PROCUREMENT OF INDEPENDENT CONSULTANT FOR THE NINOY AQUINO INTERNATIONAL AIRPORT PUBLIC-PRIVATE PARTNERSHIP PROJECT

Government of the Republic of the Philippines
National Economic and Development Authority
Public-Private Partnership Center of the Philippines

August 2, 2024

**Fifth Edition
August 2016**

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Section I. Request for Expression of Interest

**Government of the Republic of the Philippines
National Economic and Development Authority
Public-Private Partnership Center of the Philippines**

**Request for Expression of Interest
for the
Procurement of Independent Consultant for the Ninoy Aquino
International Airport Public-Private Partnership (NAIA PPP) Project

(ITB No. 2024-07)**

1. The Public-Private Partnership Center of the Philippines (PPP Center), through its Special Bids and Awards Committee (SBAC), invites prospective bidders to apply for eligibility to bid for the hereunder requirements:

Name of Procurement	Procurement of Independent Consultant for the NAIA PPP Project
Approved Budget for the Contract (ABC)	One Billion One Hundred Nine Million Four Hundred Thirty Thousand Pesos (Php 1,109,430,000.00) , inclusive of all applicable taxes and fees. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
Contract Duration	The term of the Independent Consultant (IC) Contract is six (6) years. Hence, the contract shall be completed within a period of 6 years reckoned from the issuance of the Notice to Proceed. The contract shall be deemed completed upon the issuance of the Certificate of Completion to the Consultant by the PPP Center.
Funding Source	The above-stated ABC is funded as follows: a. 50% share of the PPP Center, will be sourced from the PDMF, in the amount of Five Hundred Fifty Four Million Seven Hundred Fifteen Thousand Pesos (Php 554,715,000.00) , inclusive of all applicable taxes and fees; and b. 50% share of the Concessionaire to be administered by the PDMF for the NAIA PPP Project in the amount of Five Hundred Fifty Four Million Seven Hundred Fifteen Thousand Pesos (Php 554,715,000.00) , inclusive of all applicable taxes and fees. The 50% share of the Concessionaire, based on the evaluated bid price of the winning Consultant, shall be remitted to the PPP Center's designated bank account on or before the signing of the Contract with the winning bidder.

2. Bidding will be conducted through open competitive bidding procedures and applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Bidding is open to all interested bidders, whether local or foreign subject to the conditions for eligibility provided in Section 24.3 of the said IRR.
3. Interested bidders shall fulfil all of the three (3) sets of conditions:
- a. The IC shall have undertaken at least three similar contracts in at least two countries wherein:

- 1) The IC's role was one of the following:
 - (i) Detailed design and engineering consultancy
 - (ii) Project management and assignments including monitoring, supervision, and certification of works
 - (iii) Experience of being an Independent Consultant / engineer either for Lenders or a Government Authority

- 2) The assignment was undertaken for one of the following:
 - (i) Greenfield international airport or international airport expansion project having a minimum estimated project capital cost at current prices (excluding land) of PhP 10 billion or US\$ 200 million, whichever is higher; or
 - (ii) Terminal (or Terminals) and associated apron (or aprons) with a design processing capacity of handling at least 10 million passengers per year; or
 - (iii) Terminal area of at least 50,000sqm including provision for the processing of international passengers.

- b. The IC shall have undertaken at least five similar contracts in at least four countries wherein:
 - 1) The IC's role was Airport Planning and Development; and
 - 2) The assignment was undertaken for one of the following:
 - (i) Greenfield international airport or international airport expansion project having a minimum estimated project capital cost at current prices (excluding land) of PhP 10 billion or US\$ 200 million, whichever is higher; or
 - (ii) Terminal (or Terminals) and associated apron (or aprons) with a design processing capacity of handling at least 10 million passengers per year; or
 - (iii) Terminal area of at least 50,000sqm including provision for the processing of international passengers.

- c. The IC shall have undertaken at least two similar contracts in at least two countries wherein:
 - 1) The IC's role was CNS/ATM system planning and implementation: and
 - 2) The assignment was undertaken for one of the following:
 - (i) Greenfield international airport or international airport expansion project having a minimum estimated project capital cost at current prices (excluding land) of PhP 10 billion or US\$ 200 million, whichever is higher; or
 - (ii) Terminal (or Terminals) and associated apron (or aprons) with a design processing capacity of handling at least 10 million passengers per year; or
 - (iii) Terminal area of at least 50,000sqm including provision for the processing of international passengers.

4. The schedule/timelines of activities for the eligibility and shortlisting stage are as follows:

Activities	Schedule
a. Issuance of Eligibility Documents	Starting August 2, 2024

<p>b. Deadline for Submission of Eligibility Documents</p>	<p style="text-align: center;">September 2, 2024, 10:00 AM (Philippine Standard Time)</p> <p>Interested bidders may send written requests for clarification on the TOR and any part of the bidding documents, through the e-mail address pdmf_sbac_secretariat@ppp.gov.ph, within ten (10) days before the deadline set for the submission of eligibility documents.</p> <p>Such requests for clarifications will be responded to by the SBAC in writing. If applicable and for purposes of clarifying or modifying any provision of the bidding documents, Supplemental/Bid Bulletin shall be issued upon the Procuring Entity's initiative.</p> <p>Prospective bidders must submit their eligibility documents electronically to the email address pdmf_sbac_secretariat@ppp.gov.ph. For the procedures on submission of electronic bids, please refer to Annex A – Guidelines on Online Submission of Eligibility Documents/Proposals.</p>
<p>c. Opening of Eligibility Documents</p>	<p style="text-align: center;">September 2, 2024, 3:00 PM (Philippine Standard Time)</p> <p>The opening of eligibility documents shall be through video conferencing using the Microsoft Teams platform.</p> <p style="text-align: center;">MS Teams Link for the Meeting: Link Meeting ID: 431 437 444 323 Passcode: srpEq7</p> <p>Bidders who wish to attend/participate in the opening of eligibility documents via MS Teams must coordinate with the SBAC Secretariat through email at pdmf_sbac_secretariat@ppp.gov.ph at least one (1) day before the scheduled date and provide their contact information (e.g. name of representative, email address, etc.).</p>
<p>d. All Written Requests</p>	<p style="text-align: center;">SBAC Secretariat c/o Consultant Recruitment Division PDMF Service, PPP Center 8/F One Cyberpod Centris, EDSA corner Quezon Avenue, Brgy. Pinyahan Quezon City, Metro Manila Tel No. 8709-4146 Local 3101 to 3105 Email Address: pdmf_sbac_secretariat@ppp.gov.ph</p> <p>Note: All requests shall be in writing and addressed to the SBAC.</p>

5. The eligibility and bidding documents are posted in the Philippine Government Electronic Procurement System (www.philgeps.gov.ph) and the PPP Center (www.ppp.gov.ph) websites. Interested consultants/shortlisted consultants may download the eligibility and bidding documents from any of these websites. However, shortlisted consultant/s is/are required to pay the bid documents fee in the amount of **Php 75,000.00**.

6. Shortlisted Consultants have the option to pay the bidding documents through the PPP Center's Cashier at 10th Floor, One Cyberpod Centris, EDSA corner Quezon Avenue, Brgy. Pinyahan, Quezon City or through remittance of the prescribed amount to the PPP Center's designated bank account as provided below. Proof of payment (e.g., Official Receipt or transaction documents from Landbank) shall be submitted/mailed to the pdmf_sbac_secretariat@ppp.gov.ph (with subject: Payment for Bid Documents - **Procurement of Independent Consultant for the NAIA PPP Project** prior to the submission of bids [Stage 2]).

Bank Name:	Landbank of the Philippines, EDSA NIA Branch
Account Name:	PPP Center of the Philippines – Trust
Account Number:	1872-1034-88

7. The SBAC shall draw up the short list of Consultants from those who have submitted Expressions of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of RA 9184 and its IRR. The short list shall consist of a maximum of seven (7) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

Evaluation Criteria for Shortlisting	Rating/Points
Applicable Experience of the Consultant	16
Qualification of the Key Personnel to be assigned to the Project*	83
Current Workload of the Consultant relative to its capacity	1
Total	100

* On the preparation of the curriculum vitae of the nominated key experts, more particularly for project-related experiences, the prospective Consultants should consider the minimum qualification requirements for each position under Section XI of the Terms of Reference and the Detailed Evaluation Criteria for Shortlisting.

The prospective Consultant(s) must fulfill all Qualification Requirements/conditions and pass the required minimum score of forty-four (44) points to be shortlisted.

8. The PPP Center shall evaluate bids of the shortlisted consultants using the **Quality-Cost Based Evaluation procedure using the corresponding weights of 85% for the technical proposal and 15% for the financial proposal**. The criteria for the evaluation of bids shall be provided in the Bidding Documents.
9. All particulars and activities relative to Eligibility of Bidders, Bid Security, Performance Security, Pre-Bid Conference, Evaluation of Bids, Post-qualification and Award of Contract shall be governed by the Revised IRR of RA No. 9184.
10. The PPP Center 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 Sections 24.7, 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without incurring liability to the affected bidder or bidders. This is in line with the transitory provisions Republic Act No. 12009 or the New Government Procurement Act which provides that the provisions of RA 9184 and its IRR shall remain in force and effect in order to ensure the continued implementation of programs, activities and projects.
11. Further information may be obtained from the following:

<ol style="list-style-type: none"> 1. Sale of bidding documents 2. Submission of bids 3. Links for online connectivity for procurement activities 4. Written clarifications on the project 5. Requests for Reconsideration 6. Details on the issuance of bidding documents 	<p style="text-align: center;"> Special Bids and Awards Committee (SBAC) Through: SBAC Secretariat c/o Consultant Recruitment Division, PDMF Service, PPP Center 8/F One Cyberpod Cetrus, EDSA corner Quezon Avenue, Brgy. Pinyahan, Quezon City Tel No. 8709-4146 Local 3101 to 3105 Email Address: pdmf_sbac_secretariat@ppp.gov.ph </p>
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Date of issuance/posting: August 2, 2024


LESTER A. AÑONUEVO
 Chairperson
 Special Bids and Awards Committee

Section II. Eligibility Documents

a. **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.

b. **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. For procurement to be performed overseas, it shall be subject to the Guidelines to be issued by the GPPB.

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.

However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, except

for countries¹ identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.²

A Contracting Party refers to a State that has joined the Apostille Convention, whether or not the Convention has entered into force for that State.

A Competent Authority refers to the authority designated by a Contracting Party that is competent to issue an apostille. A Contracting Party may designate one or more Competent Authorities and may designate Competent Authorities that are competent to issue an apostille for certain categories of public documents. Information about designated Competent Authorities may be found on the Apostille Section of the Hague Conference website under “Competent Authorities”.³

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.

c. 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.

¹ As of May 14, 2019: Austria, Finland, Germany and Greece.

² Apostille Handbook, A Handbook on the Practical Operation of the Apostille Convention, p. xviii. Netherland: The Hague Conference on Private International Permanent Bureau.

³ Ibid

- 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:
- (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (d) bear the specific identification of this Project indicated in the **EDS**; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 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:

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

- 8.4. 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

Eligibility Data Sheet

Eligibility Documents	
1.2	<p>Please refer to the Terms of Reference (Section V of Part I of the bidding documents) on the scope of work to be performed by the Consultant.)</p> <p>The following foreign key personnel, as applicable, must be authorized by the appropriate Philippine government professional regulatory body to engage in the practice of those professions and allied professions in their specific areas of specialization.</p> <ol style="list-style-type: none"> 1. IC Leader 2. Leader MOW Duties 3. Leader CW Duties (license required to qualify but not to fulfill functions as IC) 4. Leader OM Duties (PRC or CAAP license not need to qualify) 5. Multidisciplinary Engineering Peer Reviewer 6. Baggage Engineering Peer Reviewer 7. IT/Systems Engineering Peer Reviewer 8. Airport Planning Specialist (PRC or CAAP license not needed to qualify) 9. Traffic Forecasting Specialist (PRC or CAAP license not needed to qualify) 10. CNS/ATM Specialist (PRC or CAAP license not need to qualify) 11. Air Traffic Management Specialist (having a license is one way to qualify, but not needed to fulfill functions as IC) 12. Airport Security Specialist (PRC or CAAP license not needed to qualify) 13. CapEx Specialist/Quantity Surveyor/Cost Engineer (PRC or CAAP license not needed to qualify) 14. Airport Operations Specialist (PRC or CAAP license not needed to qualify) 15. Opex and Revenue Specialist (PRC or CAAP license not needed to qualify) <p>The following local key personnel shall be licensed professionals under Philippine law e.g. registered with the Professional Regulation Commission (PRC) or the Philippine Bar, or accredited professionals in their specific areas of specialization, as applicable. The key staff are:</p> <ol style="list-style-type: none"> 16. Civil Engineer 17. Electrical Engineer 18. Mechanical Engineer 19. Systems Engineer for IT and Communications Networks 20. Quality Assurance/ Quality Control Engineer 21. Health & Safety Engineer 22. Environmental Compliance Engineer <p>Valid License shall mean license issued by the PRC or by the appropriate Government of the Philippines (GoP) professional regulatory body or their equivalents in the country where the person's license or equivalent qualification was issued.</p>
1.3	<p>Foreign consulting firms may be eligible to participate in this Project, subject to the following conditions to be complied within ten (10) days upon receipt of the Notice of Award:</p> <ol style="list-style-type: none"> a. must be registered with the SEC and/or any agency authorized by the laws of the Philippines;

	<p>b. when the types and fields of consulting services in which the foreign consultant wishes to engage involve the practice of regulated professions, the foreign consultant must be authorized by the appropriate GoP professional regulatory body specified in Clause 1.2 to engage in the practice of those professions and allied professions: <i>Provided, however,</i> That the limits of such authority shall be strictly observed.</p> <p>The 60%-40% Filipino-foreign ownership requirement under Clause 1.1 of Section II. Eligibility Documents shall not apply to foreign entities.</p> <p>Note: <i>Foreign entities may also participate through a joint venture, i.e., a group of two (2) or more entities that intend to be jointly and severally responsible or liable for a particular contract. There shall be no limit to foreign participation in a joint venture and the same can be from one percent (1%) up to one hundred percent (100%).</i></p>
2.1	Please refer to the Checklist of Eligibility Requirements on the prescribed eligibility documents to be submitted by prospective bidders, the eligibility forms to be used and the instructions to be complied with.
2.1(a)(ii)	<p>Statement by the bidder of all its ongoing government and private contracts prior to the deadline for the submission and receipt of eligibility documents, including all contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.</p> <p style="text-align: center;">AND</p> <p>Statement by the bidder of all its completed government and private contracts <u>within the last ten (10) years</u> prior to the deadline for the submission and receipt of eligibility documents, whether similar or not similar in nature and complexity to the contract to be bid.</p>
2.1(a)(ii.7)	<p>Proof of completion and acceptance for the similar completed contracts can be any or all of the following: Certificate of Completion/Acceptance, valid proof of final payment issued by the client, or other proof of satisfactory completion of the contract shall be submitted to support satisfactorily completed contracts.</p> <p>Notices of Award, Notices to Proceed or signed contracts issued by the client shall be submitted to support ongoing contracts and contracts awarded but not yet started.</p> <p>Only duly substantiated contracts shall be considered for evaluation.</p>
4.1 – 4.3	<p>The Eligibility Documents shall be submitted electronically through email at pdmf_sbac_secretariat@ppp.gov.ph.</p> <p>Please refer to Annex A – Guidelines on the Online Submission of Eligibility Requirements and Proposals.</p>
5	The deadline for submission of eligibility documents is on <u>September 2, 2024, 10:00 AM (Philippine Standard Time)</u>

	Please refer to Annex A – Guidelines on the Online Submission of Eligibility Requirements and Proposals.																		
8.1	<p>The place of opening of eligibility documents is:</p> <p>Public-Private Partnership Center of the Philippines 8/F One Cyberpod Centris, EDSA corner Quezon Avenue Brgy. Pinyahan, Quezon City</p> <p>The date and time of opening of eligibility documents is on <u>September 2, 2024, 3:00 PM (Philippine Standard Time).</u></p> <p>Bidders who wish to attend/participate in the opening of eligibility documents via MS Teams must coordinate with the SBAC Secretariat through email at pdmf_sbac_secretariat@ppp.gov.ph at least one (1) day before the scheduled date and provide their contact information (e.g. name of representative, email address, etc.).</p> <p>Please refer to Annex A – Guidelines on the Online Submission of Eligibility Requirements and Proposals.</p>																		
9.1	<p>Prospective bidders shall fulfill all of the qualification requirements and conditions described in Section X of the Terms of Reference (Section V of Part I of the Bidding Documents).</p> <p>Please also refer to the Detailed Evaluation Criteria for Shortlisting for further details on the qualification requirements for consulting firm.</p>																		
9.2	<p>The criteria and rating system for shortlisting are:</p> <table border="1" data-bbox="392 1211 1401 1597"> <thead> <tr> <th>Evaluation Criteria for Shortlisting</th> <th>Rating/Points</th> </tr> </thead> <tbody> <tr> <td>a. Applicable Experience of the Consultant</td> <td>16</td> </tr> <tr> <td> 1. Qualifying Projects Completed</td> <td></td> </tr> <tr> <td> 2. Qualifying Projects Completed (by Value)</td> <td></td> </tr> <tr> <td>b. Qualification of Personnel who shall be assigned to work in the Project</td> <td>83</td> </tr> <tr> <td> 1. Education</td> <td></td> </tr> <tr> <td> 2. Similar/Related Project Experience</td> <td></td> </tr> <tr> <td>c. Current Workload of the Consultant relative to capacity</td> <td>1</td> </tr> <tr> <td>Total</td> <td>100</td> </tr> </tbody> </table> <p>The prospective Consultant(s) must fulfill all Qualification Requirements and pass the required minimum score of 44 points to be shortlisted. Only the top five (5) ranking consultants meeting the minimum cut-off score shall be considered eligible.</p> <p>Please also refer to the Detailed Evaluation Criteria for Shortlisting for further details on the qualification requirements for consulting firm.</p>	Evaluation Criteria for Shortlisting	Rating/Points	a. Applicable Experience of the Consultant	16	1. Qualifying Projects Completed		2. Qualifying Projects Completed (by Value)		b. Qualification of Personnel who shall be assigned to work in the Project	83	1. Education		2. Similar/Related Project Experience		c. Current Workload of the Consultant relative to capacity	1	Total	100
Evaluation Criteria for Shortlisting	Rating/Points																		
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1. Education																			
2. Similar/Related Project Experience																			
c. Current Workload of the Consultant relative to capacity	1																		
Total	100																		

Section IV. Eligibility Forms

ELIGIBILITY FORMS

Eligibility Requirements	Eligibility Forms (EF)
Eligibility Documents Submission Form	EF 1
Statement of all ongoing government and private contracts, including contracts awarded but not yet started as well as contracts where works have been completed but not yet accepted, and completed government and private contracts for the past 10 years.	EF 2
Statement of Ongoing Projects (All Ongoing Government and Private Contracts including Contracts Awarded but not yet started as well as Contracts where works have been completed but not yet accepted)	EF 2A
Statement of Completed Projects for the Past 10 Years (All Completed Government and Private Contracts)	EF 2B
Statement of Consultant Specifying its Nationality and Confirming that those Who will Actually Perform the Services are Registered Professionals	EF 3
1. IC Leader	EF 3A
2. Leader, MIOW Duties	EF 3B
3. Leader, CW Duties	EF 3C
4. Leader, O&M Duties	EF 3D
5. Multidisciplinary Engineering Peer Reviewer	EF 3E
6. Baggage Engineering Peer Reviewer	EF 3F
7. IT/Systems Engineering Peer Reviewer	EF 3G
8. Airport Planning Specialist	EF 3H
9. Traffic Forecasting Specialist	EF 3I
10. CNS/ATM Specialist	EF 3J
11. Air Traffic Management Specialist	EF 3K
12. Airport Security Specialist	EF 3L
13. CapEx Specialist/Quantity Surveyor/Cost Engineer	EF 3M
14. Airport Operations Specialist	EF 3N
15. Opex and Revenue Specialist	EF 3O
16. Civil Engineer	EF 3P
17. Electrical Engineer	EF 3Q
18. Mechanical Engineer	EF 3R
19. Systems Engineer, IT, Communications, Networks	EF 3S
20. Quality Assurance/ Quality Control Engineer	EF 3T
21. Health & Safety Engineer	EF 3U
22. Environmental Compliance Engineer	EF 3V
Secretary's Certificate Format (if applicable)	
Special Power of Attorney Format (if applicable)	

EF. 1. ELIGIBILITY DOCUMENTS SUBMISSION FORM

PROCUREMENT OF INDEPENDENT CONSULTANT FOR THE NAIA PPP PROJECT

[Letterhead]

[Date]

Special Bids and Awards Committee
Public-Private Partnership Center of the Philippines
8/F One Cyberpod Centris, EDSA corner Quezon Avenue
Brgy. Pinyahan, Quezon City

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated _____ for the **Procurement of Independent Consultant for the NAIA PPP Project, [Name of Consultant]**¹ 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 therefore.

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, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; 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 that any misrepresentation or submission of fake or tampered documents by the [Name of Consultant], its partner/s (in case of Joint Venture or partnership) or sub-contractor, or any of the key personnel nominated by the Consultant shall automatically result in disqualification of the Consultant from the project and shall be grounds for blacklisting pursuant to Section 4.1 of Appendix 17 of the Revised IRR of RA 9184.

We acknowledge and accept PPP Center's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and shortlisted or not.

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

Yours sincerely,

[Signature over printed name of Authorized Signatory of the Firm/JV]

[Title]

Date: _____

¹ If the Consultant is a joint venture, Indicate such arrangement e.g. Joint Venture (JV) of _____.

EF.2. STATEMENT OF ALL ON-GOING AND COMPLETED GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED AS WELL AS CONTRACTS WHERE WORKS HAVE BEEN COMPLETED BUT NOT YET ACCEPTED

PROCUREMENT OF INDEPENDENT CONSULTANT FOR THE NAIA PPP PROJECT

[Letterhead]

[Date]

Special Bids and Awards Committee
Public-Private Partnership Center of the Philippines
8/F One Cyberpod Centris, EDSA corner Quezon Avenue
Brgy. Pinyahan, Quezon City

Ladies/Gentlemen:

In compliance with the eligibility requirements of the Special Bids and Awards Committee for the **Procurement of Independent Consultant for the NAIA PPP Project**, we certify that **[Name of Consultant]**, as submitted its *[state applicable statement: on-going and completed government and private contracts, including awarded but not yet started]*, as enumerated in EF 2A. Statement of Ongoing Projects and EF 2B. Statement of Completed Projects for the Past 10 Years.

Yours sincerely,

[Signature over printed name of Authorized Signatory/Representative of the Firm/JV]

[Title]

Date: _____

**EF 2B. STATEMENT OF COMPLETED PROJECTS FOR THE PAST 10 YEARS
(ALL COMPLETED GOVERNMENT AND PRIVATE CONTRACTS)**

PROCUREMENT OF INDEPENDENT CONSULTANT FOR THE NAIA PPP PROJECT

This is to certify that _____ has the following completed contracts in the 10 years prior to the eligibility documents submission date.

Project Name & Description	a. Client Name b. Contact Person c. Address d. Contact Nos.	Type of Consulting Service	Contract Amount	If JV Partner, Contract Amount for Consultant's Involvement (if applicable)	Part of Contract Amount for Consultant's involvement in Independent Consultant or Related Services (if applicable)	Date of Contract Award	Contract Period		Proof of Undertaking ¹
							Start of Contract (mm/dd/yy)	Contract Completion (mm/dd/yy)	

¹ Certificate of Satisfactory Completion or Acceptance, valid proof of final payment issued by the client, or other proof of completion of the contract

Instructions:

- (a) Cut-off date: The day before the deadline of submission of eligibility documents.
- (b) State completed contracts for the last ten (10) years. Contracts that are similar to the project being procured/bid in terms of nature and amount shall be prioritized in inclusion in the list.
- (c) For contracts used to fulfill the Qualification Requirements and which will be evaluated during shortlisting, the bidder may append in this Statement a more detailed description of the project, which would enable the Procuring Entity to evaluate whether the project fulfills the requirements stated in the Terms of Reference, Section X and the Detailed Evaluation Criteria for Shortlisting. Such an appendix should not exceed two pages per project. Please use the attached template.

Certified by:

[Signature over printed name of Authorized Representative of the Firm/JV (in case of JV)]

[Title] [Date]

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted. **The prospective bidders should provide details to enable the Procuring Entity to evaluate whether the project fulfills the requirements stated in the Terms of Reference (TOR), and to score the project as shown in the Detailed Evaluation Criteria for Shortlisting.**

Project Name:	Country:
Location within Country:	Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:	No. of Staff:
Address:	No. of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):
Name of Associated Consultants, if any:	No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of Project:	
Note: The bidder should indicate whether the Project fulfills the qualification requirements in Section X of the TOR.	
1. Description of Actual Services Provided by Your Staff:	
Approx. Value of Services (in Current US\$)	

**EF 3. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND
CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE
REGISTERED PROFESSIONALS**

PROCUREMENT OF INDEPENDENT CONSULTANT FOR THE NAIA PPP PROJECT

[Letterhead]

[Date]

Special Bids and Awards Committee
Public-Private Partnership Center of the Philippines
8/F One Cyberpod Centris, EDSA corner Quezon Avenue
Brgy. Pinyahan, Quezon City

Ladies/Gentlemen:

[Name of Consultant] is issuing this statement in compliance with the requirements of the PPP Center's Special Bids and Awards Committee for this procurement. We hereby declare the following:

1. [If domestic entity bidder] That (Name of the bidder) is a domestic sole proprietorship/ partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity bidder] That (Name of the bidder) is a sole proprietorship/ partnership/ corporation/joint venture organized or formed under any laws other than those of the Philippines.
2. That the proposed partners/ key staff who shall actually perform the services possess the necessary technical and professional competence as required in the TOR;
3. That the following are the proposed members of the Project Team below, and that they can actually perform the service in accordance with the eligibility requirements.

Name of Expert	Proposed Position	Nationality	Proof of Identification (e.g., Passport No.)	License No., if applicable
Foreign Key Expert				
	IC Leader			
	Leader, MIOW Duties			
	Leader, CW Duties			
	Leader, O&M Duties/			
	Multidisciplinary Engineering Peer Reviewer			
	Baggage Engineering Peer Reviewer			
	IT/Systems Engineering Peer Reviewer			
	Airport Planning Specialist			
	Traffic Forecasting Specialist			
	CNS/ATM Specialist			
	Air Traffic Management Specialist			
	Airport Security Specialist			
	CapEx Specialist/			

	Quantity Surveyor/Cost Engineer			
	Airport Operations Specialist			
	Opex and Revenue Specialist			
Local Key Experts				
	Civil Engineer			
	Electrical Engineer			
	Mechanical Engineer			
	Systems Engineer, IT and Communications Networks			
	Quality Assurance/Quality Control Engineer			
	Health & Safety Engineer			
	Environmental Compliance Engineer			

4. That attached herewith are the Curriculum Vitae of the abovementioned personnel.

[Name of Consultant] issues this statement in accordance with Clause 2.1.a.iii of the eligibility requirements for the project.

Sincerely,

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture (in case of JV)]

[Title]

Date:

**EF 3A TO 3V. CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF
(THE PROFORMA CV TEMPLATE SHALL BE USED FOR ALL KEY EXPERTS POSITIONS)**

PROCUREMENT OF INDEPENDENT CONSULTANT FOR THE NAIA PPP PROJECT
(Information provided in this form should be sufficient to enable the Procuring Entity to evaluate whether the proposed Professional Staff fulfills the requirements stated in the Terms of Reference, Section XI, and its score under the Detailed Evaluation Criteria for Shortlisting.)

Proposed Position: _____

Name of Firm/Entity/JV: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____ Nationality: _____

Years with Firm/Entity: _____ years, from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]. **Please refer to the required educational requirement for each nominated key personnel in the Terms of Reference, Section V, Part I of the Bidding Documents.**

College/University	Degree/Title Obtained	Inclusive Dates	
		From (MM/DD/YY)	To (MM/DD/YY)

* Complete the details of the inclusive dates (month, day, and year)

Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Professional Societies/Organization/Affiliation	Date of Conferment/Registration (MM/DD/YYYY)	License/Professional/Membership Number	Validity Date (MM/DD/YYYY)

* Complete the details of the inclusive dates (month, day, and year)

Languages

[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

Employment Record:

[Starting with the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in the last ten (10) years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Employment		Name of Employing Organization	Office Address of the Employer/ Employing Organization	Position Held (whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)	Location of Projects	Relevant Work Experience/ Types of Activities Performed
From (mm/dd/yy)	To (mm/dd/yy)					
(latest/most recent)						
(previous)						

- * Rank from previous to latest/most recent employment
- * Complete the details of the inclusive dates (month, day, and year)
- * For any position held, the bidder may append a more detailed description of what the person's responsibilities in that position were, which would enable the Procuring Entity to evaluate and score that person using the criteria in the Eligibility Data Sheet, Section 9.2, items 3 to 10. Such an appendix should not exceed two pages per position.
- * Please refer to the required experience for each nominated key personnel in the TOR and in the Detailed Evaluation Criteria for Shortlisting which should be accounted for in the table below to enable the Procuring Entity to evaluate and score that key personnel using the Detailed Evaluation Criteria for Shortlisting.

<p>Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Completed Projects</p> <p><i>[Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed in line 11.]</i></p> <p>Project Reference Number: <i>[Assign Project Reference Numbers based on the order of the projects as presented in the CV e.g., Project Reference Number 1 for the first project presented in the CV, Project Reference Number 2 for the second project, and so on]. Please prioritize/highlight projects which are similar to the contracts being bid out as stated in the TOR and in the Detailed Evaluation Criteria for Shortlisting.</i></p> <p>Name of assignment or project: _____</p> <p>Duration of Project Engagement _____</p> <p>Year and Duration of Engagement (person-months): _____ <i>[Indicate the start and end dates of the project and the duration of the expert's engagement]</i></p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: <i>Provide the stage reached by the Project – e.g., if the Project reached operations, indicate the date operations started; if the project did not reach operations, provide the reason/s.</i></p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
--	---

	<i>[These should refer to the actual activities/services provided by the expert for the project. Indicate as well the extent of the expert's involvement, i.e., actual operations of the Project, provided only advisory services, etc.]</i>
--	--

Certification:

I, **[full name of proposed professional staff]**, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

 Signature Over Printed Name of Professional Staff

Commitment:

I also commit to work on the Consulting Services for the project in accordance with the time schedule as indicated in the contract once the firm is awarded the Consulting Services for the project.

 Date: _____
[Signature over printed name of authorized representative of the firm/ entity/Joint Venture in case of JV] Day/Month/Year

CERTIFICATE*

[*To be issued by the Corporate Secretary (for Corporation/Cooperative) or by the Managing Partner or President (for Partnership), attesting the appointment of the bidder’s representative.]

AUTHORITY OF SIGNATORY

I, *[Name of Corporate/Partnership/Cooperative Secretary]* a duly elected and qualified Secretary of *[Name of Corporation/Partnership/ Cooperative]*, a Corporation/Partnership/ Cooperative, duly organized and existing under and by virtue of the laws of the Republic of the Philippines, DO HEREBY CERTIFY, that:

- 1. At the regular/special meeting of the Board of Directors/Partners of the said Corporation/ Partnership/Cooperative held on *[Date of Meeting]*, the following Resolutions were approved:

RESOLUTION NO. __

“RESOLVED, That *[Name of Corporation/Partnership/Cooperative]*, be, as it is hereby, authorized and empowered to participate in the **Procurement of Independent Consultant for the Ninoy Aquino International Airport Public-Private Partnership Project** (the “Project”) of the Private Partnership Center (“PPP Center”);

“RESOLVED, FURTHER, That *[Name of Corporation/Partnership/Cooperative]* is hereby authorized to form a joint venture for purposes of participating in the Project;

[Authority to execute the Joint Venture Agreement and other similar documents with the joint venture partner/s:]

“RESOLVED, FURTHER, That *[Name of Authorized Signatory of the Joint Venture Agreement]* be, as he/she, is hereby authorized and empowered to sign, execute, deliver, receipt, and receive and any all documents and agreements in relation to the formation of the said joint venture, including but not limited to, the joint venture agreement;

[Authority to represent the Corporation/Partnership/Cooperation or the Joint Venture before the PPP Center/BAC:]

“RESOLVED, FINALLY, that any or all of the following:

	Name of Duly Authorized Representative/s	Position	With Conformity	
			Signature	Initials (if any)
1				
2				
3				
4				

is/are hereby duly authorized and designated in the name of *[Name of Corporation/Partnership/Cooperative/Joint Venture]*, to participate in the Project, to submit a bid, make, sign, execute, deliver and receive contracts, agreements, and any and all documents and other writings of whatever nature or kind, including the

Omnibus Sworn Statement, transact with the PPP Center, and execute and perform any and all acts necessary for the purposes indicated herein.”

2. I hereby certify to the correctness of the foregoing resolutions and that the same are existing and have not been suspended, amended, modified or revoked.

IN WITNESS WHEREOF, I have hereunto set my hand this day of _____, 2024, in the City of _____, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[any government-issued ID, please specify]*, with his/her photograph and signature appearing thereon, with no. issued on at _____.

Witness my hand and seal this day of *[month]* *[year]*.

Name of Notary Public

Serial No. of Commission _____

Notary Public for until _____

Roll of Attorneys No. _____

PTR No. , *[date issued]*, *[place issued]*

IBP No. , *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of 2024

**SPECIAL POWER OF ATTORNEY
(For Sole Proprietorship)**

I, [owner] of [Name of Company], a sole proprietorship established and duly registered under the laws of the [Country], with its registered office at [Office Address], do hereby make, constitute and appoint any or all of the following [Name of duly authorized representative/s, positions]:

	Name of Duly Authorized Representative/s	Position	With Conformity	
			Signature	Initials (if any)
1				
2				
3				
4				

to be the true and lawful attorney/s, for it and its name, place and stead, to submit a bid, make, sign, execute, deliver and receive contracts, agreements, and any and all documents and other writings of whatever nature or kind, transact with the Public-Private Partnership Center of the Philippines (PPP Center), and execute and perform any and all acts necessary, and/or represent [Name of Sole Proprietorship/Joint Venture, as applicable], in the public Procurement of the Independent Consultant for the Ninoy Aquino International Airport Public-Private Partnership Project by the PPP Center ; as fully and effectively as the sole proprietorship might do if personally present with full power of substitution and revocation and hereby confirming all that said representative/s shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this day of _____, 2024, in the City of _____, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [any government-issued ID, please specify], with his/her photograph and signature appearing thereon, with no. issued on at _____.

Witness my hand and seal this day of [month] [year].

Name of Notary Public
 Serial No. of Commission _____
 Notary Public for until _____
 Roll of Attorneys No. _____
 PTR No. , [date issued], [place issued]
 IBP No. , [date issued], [place issued]

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of 2024

SECTION V. TERMS OF REFERENCE



|

TERMS OF REFERENCE

INDEPENDENT CONSULTANT FOR THE NAIA PPP PROJECT

I. INTRODUCTION

1. The Republic of the Philippines, acting through the Department of Transportation (DOTr) and the Manila International Airport Authority (MIAA), hereinafter referred to as the “**Grantors**”, has successfully undertaken and awarded to a private Concessionaire the rehabilitation, operation, optimization and maintenance of the Ninoy Aquino International Airport under a Rehabilitate-Operate-Expand-Transfer framework (the “**NAIA PPP Project**”). The NAIA PPP Project was approved by the NEDA Board on 19 July 2023 pursuant to Republic Act No. 6957, an Act of Authorizing the Financing, Construction, Operation and Maintenance of Infrastructure Projects by the Private Sector, as amended by Republic Act No. 7718, otherwise known as the Philippine BOT Law, and its Revised Implementing Rules and Regulations (2022).
2. In the interim, the Republic Act No. 11966, otherwise known as the Public-Private Partnership (PPP) Code of the Philippines (“**PPP Code**”) took effect on 23 December 2023. As provided in the PPP Governing Board Resolution No. 2023-12-02 (“PPPGB Interim Guidelines on PPP Projects”), the enactment of the PPP Code shall not affect or alter the parameters, terms, and conditions (“PTCs”) of PPP projects that have already been approved by the appropriate approving body prior to the effectivity of the PPP Code, and that, for all solicited projects, regardless of the legal framework/s used, the bidding rules established by the bids and awards committee that have been published before the effectivity of the PPP Code shall apply. The NAIA PPP Project’s Parameters, Terms and Conditions (PTCs) and the bidding rules for its procurement which both follow the BOT Law and its IRR, have been approved and published prior to the effectivity of the PPP Code. Thus, pursuant to the PPP Code and the PPPGB Interim Guidelines, the procurement of NAIA PPP Project was successfully undertaken following the BOT Law and its IRR.
3. The NAIA PPP Project is part of the government’s list of infrastructure flagship program projects under the Marcos administration and a priority project of the DOTr, having been included in the 2023-2028 Public Investment Program (“PIP”) and the Three-Year Rolling Infrastructure Program (TRIP). It is also consistent with the National Transport Policy being formulated by the DOTr.
4. The NAIA PPP Project was successfully awarded to **SMC SAP & COMPANY CONSORTIUM**. The Concession Agreement (“**CA**”) was signed by the DOTr and Manila International Airport Authority (Grantors) and **New NAIA Infra Corp.**, the special purpose company incorporated by the winning bidder (“Concessionaire”) on March 18, 2024.
5. To achieve timely completion of milestones, ensure compliance with standards and specifications specified in the signed CA, and pursuant to Section 30.a of the PPP Code and PPPGB Circular dated March 25, 2015 on Institutionalization of Best Practices in PPP Processes, the NAIA PPP Project requires a third party that is independent of the parties to the CA to monitor, inspect, check, verify, review, test, certify, and report compliance with the requirements and progress of the Project, act as a settlement mechanism for certain disputes between the Grantors and Concessionaire, and other functions as provided in the CA, during the specific stages of the Concession Period. An Independent Consultant (“IC”), with sufficient skills and experience in the design, construction and operation of international airports will be contracted for this purpose.

6. Following the PDMF Committee's approval of PDMF support for the provision of Independent Consultant's (IC) services for the NAIA PPP Project, a Technical Assistance Agreement between the PPP Center and the Grantors (DOTr and MIAA) was signed on May 31, 2024, with PDMF support for the Project in the amount of **One Billion One Hundred Nine Million Four Hundred Thirty Thousand Pesos (Php 1,109,430,000.00)**, inclusive of applicable taxes.

II. CONFLICT OF INTEREST

7. It is essential that the IC be, and is seen to be, independent of the Grantors and the Concessionaire. In order to ensure the independence of the IC, any real, apparent or potential Conflict of Interest shall be guided by the rules as described below:
 - a. The IC, including any of its sub-consultants, affiliated entities, or personnel may not engage in any other significant contract or agreement for any services to a Greater Capital Region (GCR) airport for the Concessionaire, any member firm of the Concessionaire's consortium, or the Grantors.
 - b. The IC, including any of its sub-consultants, affiliated entities, or personnel may not engage in any other significant contract or agreement with the Concessionaire, or any member firm of the Concessionaire's consortium, for services of any kind related to the design, construction, planning or financing of any infrastructure development project.
 - c. The IC, including any of its sub-consultants, affiliated entities, or personnel may not engage in any other significant contract or agreement with either of the Grantors for services of any kind related to the design, construction, planning or financing of any aviation related infrastructure development project.
 - d. The IC shall provide, on appointment, and on a six monthly basis thereafter, a "Transparency Statement" covering itself, its sub-consultants, affiliated entities, key personnel and nominated other personnel. The "Transparency Statement" shall list all firms, key personnel and nominated other personnel who have worked for the IC during the previous six months and who are expected to work for the IC in the coming six months. Against each firm or individual member of key or other nominated personnel there shall be a statement of any personal or professional historic, current, or known future links to the Concessionaire, any member firm of the Concessionaire's consortium, or the Grantors. There shall be a duty on the IC to ensure the disclosure as described herein that could potentially give rise to any perceivable conflict of interest.
 - e. The Grantors and Concessionaire shall review each "Transparency Statement" submitted by the IC. Either the Concessionaire or Grantors may require specific firms or individuals to be removed from the delivery of the IC Services on the basis of potential, real or perceived conflicts of interests arising from the declarations with the "Transparency Statement". Alternatively, the Concessionaire or Grantors may require the IC to implement a Conflict of Interest mitigation plan in respect of the involvement of any specific firm or individual.
 - f. The term "significant" in the above clauses shall mean any contract or agreement where the fee or monetary benefit to the IC, its sub-consultants, affiliated entities, or personnel is greater than or equal to 50% of the total expected IC contract value.

III. DESCRIPTION AND SCOPE OF THE NAIA PPP PROJECT

8. Pursuant to Section 2.1 in relation to Section 1.1 of the CA, the scope of the NAIA PPP Project pertains to the following, to be undertaken under a Rehabilitate-Operate-Expand-Transfer framework:
- a. Rehabilitation, operation, optimization, and maintenance of the Passenger Terminals and Associated Facilities;
 - b. Rehabilitation, operation, optimization, and maintenance of Airfield Assets, including but not limited to runways, rapid exit taxiways, maneuvering areas, and aprons, aircraft parking areas, and airfield lighting;
 - c. Rehabilitation of firefighting facilities and systems;
 - d. Development of adequate vehicle parking lots to cater to public vehicular traffic;
 - e. Development of Commercial Assets;⁵
 - f. Planning, designing, developing, and maintaining all Utility Systems necessary for undertaking the Works, constructing the Commercial Assets or undertaking the Operation and Maintenance of the Airport Assets;⁶
 - g. Operation and Maintenance of the Airport Assets;
 - h. Provision of a means of transportation to connect the Passenger Terminals within the Project Land;
 - i. Provision of adequate intermodal transport facilities to ensure connection from the Metro Manila Subway Project station to the relevant Passenger Terminal;
 - j. Provision of adequate space for intermodal surface transport facilities to and from the airport;
 - k. Incorporation of climate adaptation measures for Airport resilience;
 - l. Overall uplift and beautification of the Airport exterior and interior;
 - m. Procurement, supply, and maintenance of communications, navigation and surveillances (CNS) systems, remote digital tower system, air traffic management (ATM) system upgrade, and airfield network and fiber upgrades to CAAP;
 - n. Procurement and supply of buses for boarding transfers;
 - o. Installation and commissioning of all required information technology and other equipment for the proper operation and maintenance of the above facilities;
 - p. Financing of Project scope activities;
 - q. Collection of Concessionaire Revenue; and
 - r. All other activities reasonably related to those enumerated above, all in accordance with the Concession Agreement.

IV. OBJECTIVES OF THE CONSULTING ASSIGNMENT

10. The objective of the consulting assignment is to procure an Independent Consultant (IC), which is an independent body with a duty of care to all Parties to the CA. The IC shall act with a view to ensuring that good international practice in the design, construction, operation and maintenance of airport facilities is included within the various works and activities covered by the NAIA PPP Project. The IC shall seek, within the bounds of its Scope of Services and CA, to ensure that the best interests of the airport Passengers and airlines (future or current as the case may be) are served. The IC shall seek, within the

⁵ "**Commercial Assets**", as defined under the CA, means all movable and immovable assets, whether tangible or intangible, which are procured, installed, built, or created by the Concessionaire for undertaking businesses, activities, and services on the Project Land, and/or for generating revenues from Non-Regulated Fees and Charges.

⁶ "**Airport Assets**", as defined under the CA, means the totality of the Airfield Assets, Passenger Terminal Assets, Landside Assets, Ancillary Assets, Protected Assets, and Commercial Assets but not including the Retained Assets.

bounds of its appointment, to ensure that the Parties to the CA comply with their respective obligations. The Parties to the CA are the Grantors (DOTr and MIAA) and the Concessionaire, New NAIA Infra Corp.

In performing the Scope of Services, the IC shall utilize the Electronic Document Management System to be established for the Project (Project EDMS) as defined in Section 25.4 of the CA, and appoint a coordinator for the Project EDMS and other required undertakings as provided in Section 25.4 of the CA.

The IC shall ensure that the CA is implemented in a manner that will ensure fulfilment and realization of the objectives and rationale for the NAIA PPP Project and that the Parties are compliant with the performance parameters, specifications and standards set out therein.

V. TERM OF IC AND COMMENCEMENT OF SERVICES

11. The IC services shall be performed over a 6-year period from the date of commencement of the services as will be indicated in the Notice to Proceed. The appointment of the IC shall commence from the date of signing of the Independent Consultant Agreement and shall remain effective until the date that is six (6) years in accordance with the terms of the Independent Consultant Agreement. The Independent Consultant Agreement shall include terms for transition of services to the new IC upon expiration of the term of appointment.

The IC shall complete the required services in accordance with their person-months requirements, estimated duration of services, and costs. The IC has to be fully aware that to preclude any unnecessary additional expenses, staff should be mobilized in accordance with the actual commencement and requirement of the Project. In order to ensure deployment of the IC's staff, the mobilization of staff shall be confirmed and validated by the Grantor and Concessionaire.

The detailed work plan submitted as part of the technical proposal for this assignment shall be discussed and agreed with the PPP Center and the Grantors before signing the Independent Consultant Agreement.

VI. PRE-TERMINATION OF IC SERVICES

12. The services of the IC may be pre-terminated in any of the following instances:

- a. If there is reasonable ground to believe that IC is not acting professionally or independently of either Grantor or the Concessionaire and their respective contractors, suppliers and consultants or exercising the standards of care, skill and diligence which would be expected of a professional service provider. Either the Grantors or the Concessionaire may make a written representation to the other seeking termination of the appointment.
- b. The IC has committed grave misconduct, shown incompetence, or neglected any or all of its functions and responsibilities as defined in this Scope of Services.
- c. The IC is no longer able to fully and effectively perform any or all of its functions as defined in this Scope of Services, due to death or incapacity by reason of injury or sickness.
- d. The Grantors or the Concessionaire finds that any of the personnel of the IC has committed serious misconduct or has been charged with having committed a criminal

action as defined in the Applicable Law, or has reasonable cause to be dissatisfied with the performance of any of the personnel, then the IC shall, at the Grantor's or the Concessionaire's written request specifying the grounds therefore, forthwith provided as a replacement a person with qualifications and experience acceptable to the Parties.

13. In all cases, the IC will provide complete turnover of its work, documents and information on the Project to the new IC and to the Grantor and the Concessionaire, copy furnished the PPP Center.

VII. SCOPE OF SERVICES

14. In accordance with the provisions of the CA, the Scope of Services to be provided by the IC shall be as follows:

a. IC Scope for Mandatory Works, Initial Works and Other Works (MIOW) Duties

- 1) The Independent Consultant shall be responsible for duties associated with the following Works as more specifically described in the CA:
 - (a) Mandatory Works - the Grantor-defined Design and Construction activities identified as Mandatory Works under Annex T2 (*Scope of the Works*) of the CA
 - (b) Initial Works - the Concessionaire-defined Design and Construction activities to be undertaken within forty-eight (48) months from the Signing Date and identified as Initial Works under Annex T2 (*Scope of the Works*) of the CA
 - (c) Other Works - any Design and Construction activities undertaken by the Concessionaire that are not Mandatory Works, Initial Works, or CAAP Works.
- 2) The scope of the Independent Consultant (MIOW Duties) shall be to:
 - (a) review and approve the Detailed Design of the Mandatory Works, Initial Works, and Other Works through the process set out in Annex T5 (*Design and Approval of the Works*) of the CA;
 - (b) liaise with the Independent Consultant (OM Duties) for advice on airport planning components of the Mandatory Works, Initial Works and Other Works when required;
 - (c) undertake, during the Construction of the Mandatory Works and Initial Works, quarterly site inspections to provide assurance on:
 - (i) Safety
 - (ii) Environmental Compliance
 - (iii) Quality (including observing and inspecting the materials and equipment provided for in the construction, as well as the results of tests carried out on site)
 - (iv) Reasonable minimisation of Passenger and operational impacts
 - (v) Completeness
 - (vi) Readiness for handover to operation

- (d) review the completeness of final records for the Mandatory Works, Initial Works and Other Works;
 - (e) provide advice to the Grantors in respect of the suppliers of the major items of equipment, software, or services needed to undertake the Works and identified as Nominated Equipment under Annex T6 (*Nominated Equipment*) of the CA as and when requested or required;
 - (f) provide other advice to the Grantors in respect of the Mandatory Works, Initial Works and Other Works as and when requested or required;
 - (g) in addition to the CA and Annex T12 of the CA:
 - (i) provide advice to Grantors and Concessionaire on the adequacy of the available capital investment sums against the emerging and reviewed designs for the Works and the manner in which the Works are being delivered.
 - (ii) inform the Grantors and the Concessionaire of problems and/or potential problems that may arise and recommend possible solutions; and
 - (iii) remind the Grantors and the Concessionaire of any CA required actions that they need to undertake in the coming or relevant time period.
- 3) The Independent Consultant (MIOW Duties) shall be led by a specified member of the Independent Consultant's personnel for the Project but will be delivered by a multi-disciplinary team of specialists.

b. IC Scope CAAP Works (CW Duties)

- 1) The Independent Consultant shall be responsible for duties associated with the Grantor-defined design and construction activities under the CA that provide infrastructure and/or benefits to CAAP and identified as CAAP Works under Annex T2 (*Scope of Works*) of the CA ("**CAAP Works**").
- 2) The scope of the Independent Consultant (CW Duties) shall be to:
 - (a) review and approve the Detailed Design of the CAAP Works through the process set out in Annex T5 (*Design and Approval of the Works*) of the CA;
 - (b) liaise with the Independent Consultant (OM Duties) for advice on airport planning components of the CAAP Works when required
 - (c) undertake, during the Construction of the CAAP Works, quarterly site inspections to provide assurance on:
 - (i) Safety
 - (ii) Environmental Compliance
 - (iii) Quality (including observing and inspecting the materials and equipment provided for in the construction, as well as the results of tests carried out on site)
 - (iv) Reasonable minimisation of Passenger and operational impacts
 - (v) Completeness
 - (vi) Readiness for handover to operation

- (d) review the completeness of final records for the CAAP Works;
- (e) provide advice to the Grantors in respect of the suppliers of the major items of equipment, software, or services needed to undertake the Works and identified as Nominated Equipment under Annex T6 (*Nominated Equipment*) of the CA as and when requested or required;
- (f) provide other advice to the Grantors and/or CAAP in respect of the CAAP Works and/or CAAP matters related to the CA as and when requested or required;
- (g) In addition to what is the CA and Annex T13 of the CA:
 - (i) inform the Grantors and the Concessionaire of problems and/or potential problems that may arise and recommend possible solutions;
 - (ii) remind the Grantors and the Concessionaire of any CA required actions that they need to undertake in the coming or relevant time period; and
 - (iii) advise the Grantors and the Concessionaire of any concerns that the IC has in respect of CAAP's required actions in support of the Project.
 - (iv) The IC (CW Duties) shall attend off-site factory acceptance tests, or equivalent, once for each of the following CAAP Works related systems:
 1. Electronic Flight Strip System (EFSS)
 2. Main Tower Refurbishment - Tower System
 3. Digital Remote Apron Tower Facility (RATF)
 4. Back-up Tower - Tower System
 5. Advanced Surface Movement Guidance and Control System (ASMGCS) - Core System & Multilateration (MLAT)
 6. ASMGCS – Surface Movement Radar (SMR)
 7. Voice Communication Control System (VCSS) & Backup VCSS
 8. Arrival Manager (AMAN)
- 3) The IC shall note that the above maximum of eight (8) attendance trips of no at least one week each may be held anywhere in the world, and that it shall liaise with the Concessionaire to ensure suitable timing of the attendance trips.
- 4) The Independent Consultant (CW Duties) shall be led by a specified member of the Independent Consultant's personnel for the Project but will be delivered by a multi-disciplinary team of appropriate specialists.

c. IC Scope for Operations and Maintenance (OM) Duties

- 1) The Independent Consultant shall be responsible for duties associated with the Operations and Maintenance of the Project.
- 2) The scope of the Independent Consultant (OM Duties) shall be to:
 - (a) review and approve the Performance Measurement Plan (PMP) and Airport Planning Standards Manual (APSM) through the process set out in Annex T9 (*Key Performance Indicators for Operations and Maintenance*) of the CA;

- (b) support the Independent Consultant (MIOW Duties) and Independent Consultant (CW Duties) by reviewing, when requested, airport planning components of the Mandatory Works, Initial Works, CAAP Works and Other Works;
 - (c) undertake, during the Concession Period, half yearly inspections of the Airport to provide assurance on:
 - (i) Passenger service quality, and
 - (ii) KPI measurement, record keeping and performance
 - (d) review and approve Masterplans and Capital Investment plans through the process set out in Annex T11 (*Master planning and Capital Investment Planning Processes*) of the CA;
 - (e) provide other advice and review services to the Grantors in respect of airport planning and / or operations as and when requested or required;
 - (f) In addition to what is in the CA and Annex T14 of the CA:
 - (i) monitor and provide advice to the Grantors in respect of matters identified (during the Grantors' evaluation process leading to the award of the Concession):
 - 1. peak hour traffic and forecasts;
 - 2. airline relationship strategy in respect of splitting international vs domestic flights in terminals
 - (ii) review operational and maintenance environmental performance and compliance by the Concessionaire;
 - (iii) review the adequacy and suitability of prevailing staffing levels, staff training, and competency;
 - (iv) review the overall nature of the Airport's operations considering if retail, government services, and/or third party services are contributing positively or negatively to the quality of service being provided to passengers;
 - (v) inform the Grantors and the Concessionaire of problems and/or potential problems that may arise and recommend possible solutions; and
 - (vi) remind the Grantors and the Concessionaire of any CA required actions that they need to undertake in the coming or relevant time period.
- 3) The Independent Consultant (OM Duties) shall be led by a specified member of the Independent Consultant's personnel for the Project but will be delivered by a multi-disciplinary team of specialists.

15. Additional Functions and Services

- a. Where required by the CA, specifically Section 22 Variation and Improvements of the CA, the IC shall act as the source of technical (or other) advice or determination in respect of any variations to the scope of the Concession as documented in the CA.
 - 1) The IC shall review any variation proposals submitted by the Concessionaire or Grantors pursuant to the provisions of the CA.
 - 2) The IC shall, within a reasonable period agreed with the Grantors and Concessionaire, review and evaluate the Variation proposal received from the Concessionaire and submit to the Grantors:

- (a) Its assessment of the estimated impact of the Variation on capital costs and / or O&M costs, and / or change in revenue on account of implementation of the Variation;
 - (b) Its assessment of any estimated impact of the proposed Variation on the timelines for completion of the Works submitted as part of the Works Timeline, as may be applicable; and
 - (c) Its assessment of its ability to provide approval of the Detailed Design for the Variation following the procedure and timelines provided in Annex T5 (*Design and Approval of the Works*).
- b. The IC shall gather and report on the following metrics to the Grantors and the Concessionaire, subject to data availability:
- 1. ATMs
 - a. Average Daily ATM
 - i. Total, Arrivals, Departures, then group by ICAO aircraft size code
 - b. ATMs by Runway
 - i. Total, Arrivals, Departures, then group by ICAO aircraft size code
 - c. Hourly Runway Utilization Profile
 - i. Total, Arrivals, Departures, then group by ICAO aircraft size code
 - d. Mean Peak Hour ATM
 - i. Total, Arrivals, Departures
 - e. Busiest Single Hour
 - f. Daily number of missed-approaches and reason for each
 - 2. Runway Occupancy Times
 - a. Exit utilization
 - b. Average Arrival Runway Occupancy Time
 - i. Total, then group by exit and then ICAO aircraft size code
 - c. Average Departure Runway Occupancy Time
 - i. Total, then group by exit and then ICAO aircraft size code
 - d. Average Departure Aircraft Line-up Time
 - i. Total, then group by ICAO aircraft size code
 - 3. Taxi times
 - a. Average Arrival Taxi Times
 - i. By Runway and Terminal pair
 - b. Average Departure Taxi Times
 - i. By Runway and Terminal pair
 - 4. Aircraft Separation
 - a. Average AA/ADA/DD Separation for Runway 06/24 (with no intervening Runway 13 departure)
 - i. Total, then by wake pairs
 - b. Distribution profile of actual achieved separations
 - i. Total, then by wake pairs
 - 5. Delays
 - a. Arrival Delay
 - i. Total average airborne delay, hourly average and peak delay profiles
 - ii. Delay attributable to specific causes
 - b. Departure Delay
 - i. Total average runway holding delay, hourly average and peak delay profiles

6. Delay attributable to specific causes

- c. The IC shall, on request of either of the Grantors or the Concessionaire, and pursuant to the dispute resolution provisions (by a third party) and processes of the CA being duly followed, provide its binding opinion on the technical elements of any dispute raised under the CA. In preparing such opinion, the IC shall use his mandate as a guiding principle.
- d. The IC shall provide or perform additional functions/services in relation to its delivery of required outputs, which may include:
 - 1) convene regular meetings or as the needs arises with the Grantors and the Concessionaire to discuss and examine particular issues and difficulties related to any aspect of the construction works and to prepare and submit to all concerned the minutes of meetings; and
 - 2) other functions as may become necessary or apparent under the CA, during the implementation of the Project.
- e. The IC shall develop a regular dashboard containing relevant information on the performance of the IC services and key risks and issues for the Project. The dashboard shall be in a format that will be agreed upon by the Grantors and the Concessionaire to facilitate monitoring and timely updates available on demand. The specific information to be provided in the dashboard and the sources and frequency of collecting such information shall be agreed upon by the Grantors and the Concessionaire acting reasonably.
- f. The IC is required to have access to office and meeting room facilities in the Metro Manila area to ensure seamless coordination with the Grantors and Concessionaire for the delivery and performance of IC duties and functions.
- g. The IC shall, in addition to making use of the Project EDMS, ensure that it provides suitable information technology solutions to support its onsite, local, and international delivery of the IC services following relevant best practice.
- h. The IC shall, during the last six (6) months of its engagement, ensure the seamless transfer of technical knowledge to the representatives of the Grantors and Concessionaire, or any new incoming Independent Consultant, as the case may be, including all the IC services and works, and more specifically, on the monitoring of KPI compliance and KPI Penalty Charges under the Concession Agreement that will be material in the Grantors' determination on Year 8 of the Concession Period (as defined in the CA) of whether or not to extend the Concession Period.

16. Findings of the IC

The findings of the IC shall be binding on the Parties. However, either Party may dispute such findings in accordance with dispute resolution provisions of the CA.

17. Assistance from the Grantors and the Concessionaire

- a. At any time after the O&M Start Date and during the Concession Period under the CA, the IC shall, upon reasonable notice being given to the Concessionaire, be entitled to inspect, check or test:
 - 1) the extent, including as to quality, of the Works and / or Operation and Maintenance of the Airport Assets;

- 2) any part or parts of the Airport Assets and the Project Assets; and
 - 3) review any aspect of documentation held by the Concessionaire on the Project.
- b. The Parties are required to give all the assistance necessary to the IC to enable it to perform and carry out its functions and duties under the CA and the Independent Consultant Contract.

18. Other Tasks/Responsibilities

- a. In addition to the above scope of works, the Consultant shall:
 - 1) provide comments on presentation materials and proposed responses to stakeholders' queries prepared by DOTr;
 - 2) prepare a monthly report of the status of activities, issues encountered and steps taken to resolve them and update milestones and timelines;
 - 3) conduct knowledge sharing sessions or project "lessons learned" sessions, in coordination with PPP Center and DOTr, to ensure knowledge transfer; alternatively, the Consultant may submit a case study report; and,
 - 4) prepare highlights and/or minutes of all major meetings.
- b. The scope of work includes all activities of the IC as provided for in the CA including conferences, workshops, etc. The cost of these activities should be borne by the Consultant. The term "cost" shall include all related costs in the conduct thereof, including venue rental, meals, materials, other miscellaneous expenses, among others.
- c. The Consultant, for the duration of its contract, shall make its team available to receive comments or queries and provide responses thereto, and entertain consultations from concerned stakeholders. This may entail holding meetings through video/ teleconference, except in activities where the physical presence of the experts is required.

VIII. DELIVERABLES AND TIMELINES

19. The general deliverables of the IC and corresponding date of submission are presented below.
 - a. Regular/Ministerial Reports
 - 1) At the commencement of work and within seven (7) calendar days from the date of Notice to Proceed, the IC shall submit the following for approval by Grantors and the Concessionaire:
 - (a) Organizational chart, expected staffing inputs in person-months, title and responsibility of each staff; and
 - (b) Format for the progress reports.
 - 2) Inception Report

The Inception Stage of the IC shall be from appointment until one (1) month after appointment.

During this stage the IC shall arrange a kick-off meeting to be held. At the kick off meeting, the IC shall ensure that the IC Leader, Leader M1OW Duties, Leader CW Duties, and Leader OM Duties and other critical Key Personnel attend either in person or via video conference.

The kick off meeting shall allow opportunity for Grantors, Concessionaire and IC to;

- (a) Agree key points of contact,
- (b) Define formal and informal communication and information exchange protocols,
- (c) Discuss the Concessionaire's timeline for initial IC submissions,
- (d) Discuss the Concessionaire's approach to undertaking the Works.

In conjunction with the kick off meeting, the IC shall also be provided with a site visit to the Project Land to be shown the important areas of the Project that will be subject to the Works.

Upon completion of the kick off meeting and the site visit during the Inception Stage, the IC shall prepare an Inception Report and submit it to the Grantors and Concessionaire within two (2) weeks from the kick-off meeting.

The Inception Report shall record the IC's understanding of the matters discussed in the kick-off meeting and site visit together with the IC's views on areas for special attention during the delivery of the Project in general and the first elements of the Works. On receipt of the Inception Report the Grantors and Concessionaire may comment on any factual inaccuracies or errors within the Inception Report.

3) Weekly Reports

During the period from appointment to the O&M Start Date for the Project, the IC shall report to the Grantors and Concessionaire on a weekly basis on any concerns regarding the Concessionaire and Grantors' progress towards achieving O&M Start Date. Such reporting shall be informal through the communication protocols agreed in the Inception Stage (as defined in Clause 7 below). The Grantors reserve the right to publish or make publicly available these IC Reports.

4) Progress Reports

- (a) The IC shall report its progress to both the Concessionaire and Grantors on a **monthly basis** during the first four (4) years of the Concession Period and on a quarterly basis thereafter.
- (b) The progress report shall be submitted within five (5) working days of the end of the applicable calendar month or quarter and shall include at least the following in detail:
 - (i) Tasks undertaken during the period;
 - (ii) Planning tasks for the coming period;
 - (iii) Areas of concern in respect of the Project;
 - (iv) IC's resource plans;
 - (v) Status of the IC's costs, billing and payments; and

(vi) Any other matters related to the Project as determined by the IC or reasonably requested by the Concessionaire and Grantors.

The Grantors reserve the right to publish or make publicly available these IC Reports.

b. IC's Deliverables Linked to the Concessionaire's Submission under the Concession Agreement

Presented in the table below are the IC's main deliverables linked to the Concessionaire's required deliverables under the Concession Agreement.

Item No.	CA Main Body	CA Technical Annexes	IC Deliverable	Timeline, if applicable	Contingent to submission of Concessionaire Deliverable
					(Y/N)
1	Section 21.13.2, 21.13.3		Review of the Operations Manual	No later than one hundred twenty (120) days from the Signing Date	Y
2	Section 6.1.7.	Annex T9 Section 33.3	Review of the Performance Measurement Plan	No later than one hundred fifty (150) days from the Signing Date	Y
3	Section 18.9.3.		Review of the results of building sustainability audit on the Passenger Terminals	No later than six (6) months from the O&M Start Date	Y
4	Section 18.10	Annex T9 Section 34.10. Annex T9 Section 34.4.	Review and approval of the Airport Planning Standards Manual (APSM)	No later than seven (7) months from the Signing Date	Y
5	Section 18.10	Annex T9 Section 34.10. Annex T9 Section 34.4.	Review and approval of the Airport Planning Standards Manual (APSM)	No later than seven (7) months from the Signing Date	Y
6		Annex T7 Section 24.1.	Review of the Handover Manual	No later than nine (9) months from Signing Date	Y
7		Annex T5 Section 16.3.1.	Review and approval of the submitted Detailed Design packages for Initial Works	Between Signing Date and twenty four (24) months from Signing Date	Y
8		Annex T5 Section 17.3, Annex T12 Section 50.1.1.	Review and approval of the submitted Detailed Design packages for CAAP Works	Between Signing Date and thirty six (36) months from Signing Date	Y
9		Annex T5 Section 16.3.1.	Review and approval of the submitted Detailed Design packages for Mandatory Works	Between Signing Date and forty eight (48) months from Signing Date	Y

10	Section 15.1.4.	Annex T12, Annex T13	Monitoring of the progress of the Works	Throughout the Concession Period	N
11	Section 30.6.1.		Determination of Time Extension in the event of any disagreement between the Parties regarding the duration of extension	Between Signing Date and seventy two (72) months from Signing Date or as may be needed.	Y
12		Annex T7 Section 27	Review of the proposed final handover for the respective Works	Between Signing Date and seventy two (72) months from Signing Date or as may be needed.	Y
13	Section 16.7.1.	Annex T4	Recommend to the Grantors the issuance of the Interim or Final Certificate of Works Completion to the Concessionaire	Between Signing Date and seventy two (72) months from Signing Date	Y
14	Section 18.6.3.2.		Review and audit of the MC KPIs	Throughout the Concession Period	N
15			Review and approval of the submitted Detailed Design packages for Other Works	Throughout the Concession Period	Y
16	Section 21.13.9.		Review of the annual submission of the revised Operations Plan	Throughout the Concession Period	Y

The IC shall review reports, manuals, plans, and other documents prepared and submitted by the Concessionaire as required in the CA and provide its findings/determination of compliance, and other required output prior to endorsing the same for approval by the Grantors within the periods stipulated in the Concession Agreement, or if not so stipulated, thirty (30) days from receipt of such documents and/or any other period as may be agreed upon with the DOTr.

c. Other Reports and Tasks Required of the IC

The IC shall also prepare and submit reports and complete other tasks required under the Concession Agreement, as may be instructed by the PPP Center and/or the Grantors.

20. The Project Committee (PC) oversees the services to be delivered by the IC. Specifically, it will be responsible for: (i) reviewing the deliverables and completion of milestones by the IC and recommending the appropriate action to the PPP Center's Executive Director or his/her duly authorized representative. The Project Committee (PC) shall be composed of the following representatives: (a) two (2) representatives from the PPP Center, with one (1) designated as the Chairperson and the other as member; (b) one (1) representative from the Implementing Agency (IA), designated as the Co-chairperson; and (c) one (1) representative from the Concessionaire where the Concessionaire has a share in the cost of the procured service. Representatives to the PC from the PPP Center and IA must be at least Director-level.
21. The Project Committee (PC) [PPP Center and the IA] shall conduct quality reviews to obtain feedback on all draft versions of deliverables as appropriate. The concerned expert/s should be present during these reviews.

22. In the course of providing the Services, the Consultant may provide oral comments, written reports, letters, schedules, or hard or soft copies of output in draft form. The final results of the Consultant's work and definitive findings will be contained in the final reports, letters,

IX. TERMS OF PAYMENT

23. The Consultant will be paid on a lump-sum/milestone-base/quarterly basis. The payments shall be linked to various outputs delivered by the Consultant. Said payment shall be released by the Client based on the acceptance/ approval of the outputs as endorsed by the Project Committee after ensuring that said outputs conform to the requirements of the GOP (Government of the Philippines). The payment terms are as follows:
- a. For those regular/ministerial reports, the IC will be paid seventy percent (70%) of the total contract price, inclusive of taxes on a quarterly basis over the 6-year term of the IC reckoned from the issuance of Notice to Proceed.
 - b. For those reports to be reviewed by the IC linked to the submission of the Concessionaire's deliverable under the Concession Agreement where the timeline/due date of submission is prescribed, the IC will be paid the remaining thirty percent (30%) of the total contract price, inclusive of taxes based on the acceptance/ approval of the outputs of the IC as endorsed by the Project Committee after ensuring that said outputs conform to the requirements of the government.
24. Payment terms shall be as follows:
- a. The IC shall be paid on a quarterly basis over the 6-year term of the IC as follows.
 - (i) Quarter 1 to Quarter 22 – 3% of the contract price
 - (ii) Quarter 23 to Quarter 24 – 2% of the contract price
 - b. Each quarterly payment will be triggered by the following milestones:
 - (i) Acceptance by [the PPP Center or DOTR or MIAA] of all regular weekly or monthly reports due in that period. Should neither of the grantors explicitly reject any report sent by the Independent Consultant within 15 days of its submission, that report will be considered accepted.
 - (ii) Acceptance by [DOTR or MIAA] of any reviews performed by the Independent Consultant as required under the Concession Agreement or the Independent Consultant contract of any reports, manuals, plans, or other documents submitted by the Concessionaire to the Grantors. For any time period, payment will be made only if all the reviews required to be completed by the Independent Consultant during that time period have been submitted and accepted by the [DOTR or MIAA]. Should neither of the grantors explicitly reject any review or report sent by the Independent Consultant within 15 days of its submission, that report will be considered accepted.
 - (iii) Completion of reviews and certifications related to parts of the Detailed Design for any component of the Works prior to the completion of the Detailed Design for the Mandatory Works, Initial Works, or CAAP Works, required to be completed during that period.

- (iv) Completion of any tasks and submission of any reviews or certifications as may be required by the Handover Manual referred to in Section 23 of the concession Agreement, Annex T9, Handover of the Works to Operations and Maintenance.
 - (v) Completion of any other tasks required of the Independent Consultant during that period under the Concession Agreement or the Independent Consultant Contract.
- c. For payments for the non-time certain components of the IC's work, payment terms are as follows:
- (i) 3% - Completion of review of complete detailed design for Mandatory Works
 - (ii) 3% - Completion of review of complete detailed design for Initial Works
 - (iii) 6% - Completion of review of complete detailed design for CAAP Works
 - (iv) 6% - Certification of completion of all Mandatory Works
 - (v) 6% - Certification of completion of all Initial Works
 - (vi) 6% - Certification of completion of all CAAP Works

X. QUALIFICATION REQUIREMENTS OF THE INDEPENDENT CONSULTANT

26. The IC shall fulfill all of the following three (3) sets of conditions:

- a. The IC shall have undertaken at least three similar contracts in at least two countries wherein:
- 1) The IC's role was one of the following:
 - (i) Detailed design and engineering consultancy
 - (ii) Project management and assignments including monitoring, supervision, and certification of works
 - (iii) Experience of being an Independent Consultant / engineer either for Lenders or a Government Authority
 - 2) The assignment was undertaken for one of the following:
 - (i) Greenfield international airport or international airport expansion project having a minimum estimated project capital cost at current prices (excluding land) of PhP 10 billion or US\$ 200 million, whichever is higher; or
 - (ii) Terminal (or Terminals) and associated apron (or aprons) with a design processing capacity of handling at least 10 million passengers per year; or
 - (iii) Terminal area of at least 50,000sqm including provision for the processing of international passengers.
- b. The IC shall have undertaken at least five similar contracts in at least four countries wherein:
- 1) The IC's role was Airport Planning and Development; and
 - 2) The assignment was undertaken for one of the following:
 - (i) Greenfield international airport or international airport expansion project having a minimum estimated project capital cost at current prices (excluding land) of PhP 10 billion or US\$ 200 million, whichever is higher; or
 - (ii) Terminal (or Terminals) and associated apron (or aprons) with a design processing capacity of handling at least 10 million passengers per year; or

- (iii) Terminal area of at least 50,000sqm including provision for the processing of international passengers.
- c. The IC shall have undertaken at least two similar contracts in at least two countries wherein:
- 1) The IC's role was CNS/ATM system planning and implementation; and
 - 2) The assignment was undertaken for one of the following:
 - (i) Greenfield international airport or international airport expansion project having a minimum estimated project capital cost at current prices (excluding land) of PhP 10 billion or US\$ 200 million, whichever is higher; or
 - (ii) Terminal (or Terminals) and associated apron (or aprons) with a design processing capacity of handling at least 10 million passengers per year; or
 - (iii) Terminal area of at least 50,000sqm including provision for the processing of international passengers.

Please also refer to the **Detailed Evaluation Criteria for Shortlisting** for further details on the qualification requirements for consulting firm.

27. The IC shall have had a positive net profit after tax during the last three full financial years before the Eligibility Documents Submission Date, as shown by its audited financial statements. (If the IC has been in existence for less than three years, it should have had positive net profit after tax since its incorporation.)

XI. QUALIFICATION REQUIREMENTS FOR KEY PERSONNEL

28. The IC's staffing organisation shall include the following personnel This list of expertise is indicative and the consulting firm may include additional expertise if deemed necessary to successfully complete the assignment, but always within the terms and conditions of this TOR and the relevant agreements to be signed by the parties.
29. For each required position, the IC should nominate a Key Personnel. Alternative experts shall not be proposed and only one curriculum vitae (CV) may be submitted for each position. The Consultant may enhance its expertise by nominating additional personnel/expert/s which shall be designated as Non-Key Personnel.

No.	Position Title	Required Qualifications
International/Foreign Experts		
1	IC Leader	1. Qualifications <ul style="list-style-type: none"> a. Must have bachelor's degree b. Must have degree- whether bachelor's, master's, or doctorate, in either: <ul style="list-style-type: none"> (i) Any engineering field (ii) Architecture c. Must have either: <ul style="list-style-type: none"> (i) Philippine Professional Regulatory Commission license to practice as an engineer or architect, valid as of date of submission of Qualification Documents (ii) Equivalent credential in the country where the proposed person practices, valid as of date of submission of Qualification Documents. d. Must have at least 15 years work experience 2. Similar / Related Project Experience:

		<ul style="list-style-type: none"> a. The proposed expert must have completed at least three projects. b. Involved one of the following for an infrastructure project with a value of at least P 2 billion or US\$ 36,000,000 or its equivalent: <ul style="list-style-type: none"> (i) Leading a project team responsible for design management (ii) Leading a project team responsible for design review (iii) Leading a project team responsible for project management (iv) Leading a project responsible for project supervision leadership c. Leadership role had a duration of at least six months .
2	Leader, MIOW Duties	<p>1. Qualifications</p> <p>Must fulfill ALL of the following.</p> <ul style="list-style-type: none"> a. Must have bachelor's degree b. Must have degree- whether bachelor's, master's, or doctorate, in either: <ul style="list-style-type: none"> (i) Any engineering field (ii) Architecture c. Must have either: <ul style="list-style-type: none"> (i) Philippine Professional Regulatory Commission license to practice as an engineer or architect, valid as of date of submission of Qualification Documents (ii) Equivalent credential in the country where the proposed person practices, valid as of date of submission of Qualification Documents. d. Must have at least 15 years work experience <p>2. Similar / Related Project Experience:</p> <p>The proposed person must have completed projects which fulfill the requirements below for at least five airports in at least three countries:</p> <ul style="list-style-type: none"> a. The airport project was completed in the ten year period before the date of submission of eligibility documents. b. The proposed person had one of the following roles: <ul style="list-style-type: none"> a. Design b. Design Management c. Design Review d. Project Management e. Project Supervision c. The proposed person's role had a duration of at least six months
3	Leader, CW Duties	<p>1. Qualifications</p> <p>Must fulfill ALL of the following (either a or b)</p> <ul style="list-style-type: none"> a. All of the following: <ul style="list-style-type: none"> (i) Bachelor's degree in one of the following: <ul style="list-style-type: none"> 1) Information technology 2) Electronic Systems 3) A related engineering field (ii) At least fifteen years experience in managing or delivering complex CNS/ATM engineering implementation

		<p>(iii) As part of the fifteen years experience: five years at a supervisory or managerial position, full time, with at least one of the following:</p> <ol style="list-style-type: none"> 1) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; 2) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. 3) An international CNS/ATM consultancy company with five or more contracts in the past ten years involving the specification, procurement, integration, testing and commissioning and/or certification of any of the following list of systems: <ol style="list-style-type: none"> 1) Control Tower Systems 2) Digital Remote Towers 3) EFSS 4) AMAN 5) A-SMGCS (Multilateration system) 6) A-SMGCS (SMR) 7) VCSS <p>(iv) A CNS/ATM system manufacturer who has supplied to either of:</p> <ol style="list-style-type: none"> i A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; or ii A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. <p>b. All of the following:</p> <ol style="list-style-type: none"> (i) One of the following: <ol style="list-style-type: none"> (a) Has a valid Air Traffic Control License issued by an ICAO member state (b) Had an Air Traffic Control License issued by an ICAO member state for a period of two years in the last five years, both before the date of submission of Qualification Documents. (ii) At least fifteen years' experience in managing/delivering complex ATM-related projects aimed at delivering changes to ATC procedures for ATC tower operations and/or approach/terminal airspace (iii) As part of the fifteen years' experience: five years in a supervisory or managerial position, full time, with at least one of the following: <ol style="list-style-type: none"> (a) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights (b) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. (c) an international CNS/ATM consultant that has conducted air traffic management related studies in support of either: <ol style="list-style-type: none"> (i) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights (ii) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. <p>2. Similar / Related Project Experience</p>
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		<p>The proposed person must have at least five years of experience in a supervisory or managerial position with any of the following:</p> <ol style="list-style-type: none"> 1) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; 2) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. 3) An international CNS/ATM consultancy company with five or more contracts in the past ten years involving the specification, procurement, integration, testing and commissioning and/or certification of any of the following list of systems: <ol style="list-style-type: none"> (i) Control Tower Systems (ii) Digital Remote Towers (iii) EFSS (iv) AMAN (v) A-SMGCS (Multilateration system) (vi) A-SMGCS (SMR) (vii) VCSS 4) A CNS/ATM system manufacturer who has supplied to either of: <ol style="list-style-type: none"> (i) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; or (ii) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport.
4	Leader, O&M Duties	<p>1. Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> a. Bachelor's Degree in any field b. Fifteen years experience in monitoring, planning, or reviewing the operational performance of airports or landside, terminal or airside operations <p>2. Similar / Related Project Experience:</p> <p>Either of the following:</p> <ol style="list-style-type: none"> a. The proposed person has completed at least five projects in two countries which fulfil the following requirements: <ol style="list-style-type: none"> (i) The airport project was completed in the ten year period before the date of submission of Qualification Documents (ii) The proposed person had one of the following roles on the airport project: <ol style="list-style-type: none"> 1) Airport planning 2) Operational Readiness 3) Operations Reviews (iii) The Leader, O&M duties role had a duration of at least six months. b. The proposed person has worked in a senior leadership position in airport operations for at least five years.
5	Multi-Disciplinary Engineering Peer Reviewer	<ol style="list-style-type: none"> 1. Must have a university degree in architecture or engineering field, 2. Must be a licensed or chartered engineer or architect 3. Must have at least 15 years' experience. 4. Either of the following: <ol style="list-style-type: none"> a. The proposed person should have undertaken airport engineering design projects in at least five airports in at

		<p>least two countries in the 10 years before Eligibility Documents Submission Date</p> <p>b. The proposed person should have held a leadership position or positions in airport engineering or design of airport assets for at least five years.</p>
6	Baggage Engineering Peer Reviewer	<ol style="list-style-type: none"> 1. Must have a university degree in architecture or engineering field, 2. Must be a licensed or chartered engineer or architect 3. Must have at least 15 years' experience 4. The proposed person should have worked as engineer or baggage system specialist in at least three airport baggage system refurbishment or upgrade projects in at least two countries, completed in the ten years before eligibility documents submission date. t
7	IT/Systems Engineering Peer Reviewer	<ol style="list-style-type: none"> 1. Must have a university degree in architecture or engineering field, 2. Must be a licensed or chartered engineer or architect 3. Must have at least 15 years' experience 4. Either of the following: <ol style="list-style-type: none"> a. The proposed person must have undertaken IT or systems design projects in at least five airports in at least two countries in the ten years before Eligibility Documents Submission Date. b. The proposed person must have worked in a leadership position in airport or IT systems or design of airport or IT systems for at least five years.
8	Airport Planning Specialist	<ol style="list-style-type: none"> 1. Must have a bachelor's degree 2. Must have at least 10 years experience in total. 3. Must have demonstrated experience in planning or operational specification of airport facilities or the development of airport masterplans in at least five airports in at least three countries.
9	Traffic Forecasting Specialist	<ol style="list-style-type: none"> 1. Must have a bachelor's degree in a numerate subject such as engineering, mathematics, finance, accounting 2. Must have forecast aviation traffic for at least five airports for at least five years in the ten years prior to Bid Submission Date.
10	CNS/ATM System Specialist	<ol style="list-style-type: none"> 1. Must have a bachelor's degree in one of the following: information technology, electronic systems or related engineering field. 2. Must have at least 15 years experience in managing/delivering complex CNS/ATM engineering implementations 3. Must have five years of experience in a supervisory or managerial position, full time, with any of the following: <ol style="list-style-type: none"> a. A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; b. A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. c. An international CNS/ATM consultancy company with five or more contracts in the past ten years involving the specification, procurement, integration, testing and commissioning and/or certification of any of the following list of systems: <ol style="list-style-type: none"> (i) Control Tower Systems (ii) Digital Remote Towers (iii) EFSS (iv) AMAN

		<ul style="list-style-type: none"> (v) A-SMGCS (Multilateration system) (vi) A-SMGCS (SMR) (vii) VCSS <p>d. A CNS/ATM system manufacturer who has supplied to either of:</p> <ul style="list-style-type: none"> (i) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; or (ii) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport.
11	Air Traffic Management Specialist	<ol style="list-style-type: none"> 1. Must fulfill any of the following: <ul style="list-style-type: none"> a. Have a bachelor's degree in information technology, electronic systems, or related engineering field b. Have a valid Air Traffic Control License issued by an ICAO member state as of the Eligibility Documents Submission Date c. Have had an Air Traffic Control License issued by an ICAO member state for a period of two years in the last five years before the Eligibility Documents Submission Date 2. Must have at least 15 years experience in managing/delivering complex CNS/ATM engineering implementations 3. Must have at least five years of experience in a supervisory or managerial position, full time, with any of the following: <ul style="list-style-type: none"> a. A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; b. A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. c. An international CNS/ATM consultancy company with five or more contracts in the past ten years involving the specification, procurement, integration, testing and commissioning and/or certification of any of the following list of systems: <ul style="list-style-type: none"> (i) Control Tower Systems (ii) Digital Remote Towers (iii) EFSS (iv) AMAN (v) A-SMGCS (Multilateration system) (vi) A-SMGCS (SMR) (vii) VCSS d. A CNS/ATM system manufacturer who has supplied to either of: <ul style="list-style-type: none"> (i) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; or (ii) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport.
	Airport Security Specialist	<ol style="list-style-type: none"> 1. Must have a bachelor's degree in relevant discipline 2. Must have at least five years of experience undertaking management of the security compliance function at an airport handling international and domestic traffic, and / or acted as an advisor to airports, governments and regulators on aviation security matters
13	CAPEX Specialist aka Quantity Surveyor / Cost Engineer	<ol style="list-style-type: none"> 1. must have a bachelor's degree in quantity surveying, engineering, accounting, or construction management. 2. must have at least 15 years' experience

		3. Must have had at least two assignments for which the proposed person worked as a Quantity Surveyor or Cost Engineer for an infrastructure project with a value of at least USD 36 million.
14	Airport Operations Specialist (International Staff)	1. Must have a bachelor's degree. 2. Must have at least 10 years experience in total. 3. Must have at least five years experience in airport operations.
15	Opex and Revenue Specialist	1. Must have a bachelor's degree in accounting, business, commerce, or a related field. 2. Must have at least 15 years experience in total. 3. Must have worked for at least two airports in which any of the following conditions were fulfilled: a. Estimated capital cost of at least US\$ 200 million b. Estimated expansion cost of at least US\$ 200 million c. Terminal capacity of at least 10 million passengers per year d. Terminal area of at least 50,000 sqm
National/Local Experts		
16	Civil Engineer	1. Must have a bachelor's degree in civil or structural engineering 2. Must have a valid PRC license in civil or structural engineering 3. Must have at least 15 years' experience in total 4. Must have had at least one assignment which fulfilled all of the following criteria a. Assignment lasted at least one year b. The person worked as a civil or structural engineer c. The person was responsible for one of the following: (i) Design Management (ii) Design Review (iii) Project Management (iv) Project Supervision d. The assignment was for an infrastructure project with a value of at least US\$ 36 million
17	Electrical Engineer	1. Must have a bachelor's degree in electrical engineering 2. Must have a valid PRC license in electrical engineering 3. Must have at least 10 years' experience working as Electrical Engineer 4. Must have had at least one assignments which fulfilled all of the following criteria a. Assignment lasted at least one year b. The person worked as an electrical engineer c. The person was responsible for one of the following: (i) Design Management (ii) Design Review (iii) Project Management (iv) Project Supervision d. The assignment was for an infrastructure project with a value of at least US\$ 36 million
189	Mechanical Engineer	1. Must have a bachelor's degree in mechanical engineering 2. Must have a valid PRC license in mechanical engineering 3. Must have at least 10 years' experience working as Mechanical Engineer 4. Must have had at least one assignment which fulfilled all of the following criteria a. Assignment lasted at least one year b. The person worked as a mechanical engineer c. The person was responsible for one of the following: (i) Design Management

		<ul style="list-style-type: none"> (ii) Design Review (iii) Project Management (iv) Project Supervision <p>d. The assignment was for an infrastructure project with a value of at least US\$ 36 million</p>
19	System Engineer for IT and Communications Network	<ul style="list-style-type: none"> 1. Must have a bachelor's degree in engineering 2. Must have a valid PRC license in engineering 3. Must have at least 10 years' experience working as Systems Engineer for IT and/or Communications Network 4. Must have had at least one assignment which fulfilled all of the following criteria <ul style="list-style-type: none"> a. Assignment lasted at least one year b. The person worked as a Systems Engineer for IT and/or Communications Network c. The person was responsible for one of the following: <ul style="list-style-type: none"> (i) Design Management (ii) Design Review (iii) Project Management (iv) Project Supervision d. The assignment was for an infrastructure project with a value of at least US\$ 36 million <p>The proposed person must have completed at least one such assignment.</p>
20	Quality Assurance/Quality Control Engineer	<ul style="list-style-type: none"> 1. must have a bachelor's degree in engineering 2. must have a valid PRC license in engineering 3. must have at least 10 years' experience working 4. Must have had at least one assignments involving either: <ul style="list-style-type: none"> a. Reviewing QA/QC processes and procedures on an infrastructure project with a value of at least US\$ 36 million b. Reviewing on site implementation of QA/QC on an infrastructure project with a value of at least US\$ 36 million
21	Health & Safety Engineer	<ul style="list-style-type: none"> 1. Must have a bachelor's degree in engineering 2. Must have a valid PRC license in engineering 3. Must have at least 10 years' experience in total 4. Must have had at least one assignment involving either: <ul style="list-style-type: none"> a. reviewing Health and Safety processes and procedures for an infrastructure project with a value of at least US\$ 36 million b. reviewing on site implementation of Health and Safety processes for an infrastructure project with a value of at least US\$ 36 million
22	Environmental Compliance Engineer	<ul style="list-style-type: none"> 1. Must have a bachelor's degree in engineering 2. Must have a valid PRC license in engineering 3. Must have at least 10 years' experience in total 4. Must have had at least one assignment involving either: <ul style="list-style-type: none"> a. Reviewing environmental processes and procedures on an infrastructure project with a value of at least US\$ 36 million b. Reviewing on site implementation of environmental processes and procedures on an infrastructure project with a value of at least US\$ 36 million

30. The IC shall offer and make available all Key Personnel and Nominated Specialists meeting the requirements specified above. The Independent Consultant may only request a change in its Key Personnel from those identified at award of contract only for reasons of death, serious illness, incapacity of an individual, resignation, or termination for gross

negligence. Any replacement staff shall be subject to approval by the Concessionaire and Grantors.

31. The IC's organization shall have such additional junior technical and administrative roles as are necessary to fulfil the IC's obligations. Where additional specialist resources are required then the IC shall source such additional specialist resource as an integral part of its scope. The following are the required non-key experts to be deployed by the IC:
 - a. Project Manager (International/Foreign)
 - b. Project Manager (National/Local)
 - c. Support Personnel (Offshore)
 - d. Support Personnel (Onshore)

II. SELECTION CRITERIA FOR SHORTLISTING

32. Prospective bidders shall follow the guidelines in the preparation of eligibility requirements as stipulated in Section 24.1 and 24.2 of the Revised Implementing Rules and Regulations (IRR) of the Government Procurement Reform Act (GPRA).
33. Eligible Consultants should fulfill all Qualification Requirements and pass the hurdle score of 44 out of 100 points to be considered for shortlisting in order to participate in this procurement activity.

**PUBLIC-PRIVATE PARTNERSHIP CENTER OF THE PHILIPPINES
PROCUREMENT OF INDEPENDENT CONSULTANT FOR
THE NAIA PROJECT**

**CHECKLIST OF ELIGIBILITY REQUIREMENTS
STAGE 1 – SHORTLISTING OF PROSPECTIVE BIDDERS**

Name of Bidder: _____

The SBAC shall check the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Tab #	Form No.	Description	Duly Signed by the Authorized Representative	Duly Notarized	Password-protected	P A S S E D	F A I L E D
		Legal Documents					
1	EF 1	Eligibility Documents Submission Form (use PPP Center-prescribed Form) Notes: a. <i>The Eligibility Documents Submission Form shall be signed by the bidder or its authorized representative/s, otherwise the submission shall be considered “failed”.</i> b. <i>If bidding as a Joint Venture (JV), all partners must submit the document.</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
2		Applicable to Local Bidder Valid PhilGEPS Certificate of Registration under Platinum Membership, including Annex “A” showing the following documents: a. Registration Certificate (SEC, DTI or CDA) b. Valid Mayor’s/Business Permit and c. Current Tax Clearance Certificate (TCC). The TCC refers to the clearance issued by the Accounts Receivable Monitoring Division (ARMD) or appropriate office of the Philippine Bureau of Internal Revenue, which is valid for bidding purposes, attesting that the taxpayer has no outstanding Final Assessment Notice and/or delinquent account. Notes: a. <i>The PhilGEPS Certificate of Registration and the documents listed under Annex “A” must be valid on the date of opening of eligibility documents, otherwise the submission shall be considered “failed”. For expired eligibility documents in Annex A, bidders are not allowed to submit an updated/renewed TCC, business/ mayor’s permit and registration certificate. Bidders should update the eligibility documents under Annex A of the PHILGEPS Certificate of Registration through the PHILGEPS website; and</i> b. <i>If bidding as a JV, all partners must submit the document.</i> Applicable to Foreign Bidder Valid PhilGEPS Certificate of Registration under Platinum Membership, including Annex “A” showing the following documents: a. Registration Certificate			<input checked="" type="checkbox"/>		

		<p>b. Valid Mayor's/Business Permit or equivalent document issued in the Bidder's country of incorporation; and</p> <p>c. Current TCC issued by the Philippine Bureau of Internal Revenue. The TCC refers to the clearance issued by the Accounts Receivable Monitoring Division (ARMD) or appropriate office of the Philippine Bureau of Internal Revenue, which is valid for bidding purposes, attesting that the taxpayer has no outstanding Final Assessment Notice and/or delinquent account.</p> <p>Notes:</p> <p>a. <i>Foreign Consultant refers to an individual, sole proprietorship, partnership, corporation or joint venture other than those provided under Section 24.3.1 of the IRR of R.A. 9184, as per Appendix 9 – Guidelines in the Determination of Eligibility of Foreign Suppliers, Contractors, and Consultants to Participate in Government Procurement Projects, of the 2016 Revised Implementing Rules and Regulations of Rep. Act No. 9184;</i></p> <p>b. <i>The PhilGEPS Certificate of Registration and the documents listed under Annex "A" must be valid on the date of opening of eligibility documents, otherwise the submission shall be considered "failed". For expired eligibility documents in Annex A, bidders are not allowed to submit an updated/renewed TCC, business/ mayor's permit and registration certificate.</i></p> <p>c. <i>Prospective bidders who are not yet registered with PHILGEPS are advised to seek PHILGEPS guidance on the acceptable equivalent documents for Class A eligibility documents to be submitted to PHILGEPS for purposes of issuance of PHILGEPS Certificate of Registration under Platinum Membership.</i></p> <p>d. <i>The above documents or its equivalent document/s may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by a translation of the documents in English issued 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 apostilled³ in apostille countries or authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines; and</i></p> <p>e. <i>If bidding as a JV, all partners must submit the document.</i></p>					
		Technical Documents					
3	EF 2	Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started as well as, contracts where works have been completed but not yet accepted for the past 5 years and 10 years, respectively.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
4	EF 2A	Statement of all ongoing government and private contracts for the past five (5) years up to the date of opening of eligibility documents, including all contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (Use PPP Center-prescribed form). The statement shall include, for each contract, the following: <p>a. Name of the client, contact person, address, contact nos., and description of project;</p>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		

		<p>b. Contract reference (e.g., Notice of Award/ Purchase Order/ Job Order/ Contract Agreement) and date;</p> <p>c. Amount of contract and percentage of accomplishment; and</p> <p>d. Value of outstanding contracts.</p> <p>Notes:</p> <p>a. For bidders who have no ongoing government and/or private contracts, kindly indicate in their statement "NONE" to comply with the requirement. Bidders will be rated "failed" if no document is submitted or if the document submitted is incomplete or patently insufficient (per GPPB NPM 094-2013 dated 2013-12-19).</p> <p>b. The number of ongoing contracts shall be used as basis for the rating of Workload Capacity [see Clause 9.2 of the Eligibility Data Sheet (EDS)]; and</p> <p>c. If bidding as a JV, the Statement shall be submitted by any of the JV partners.</p> <p>d. Bidders shall disclose all information of the contract in their Statement using the prescribed form. All contracts even those that include non-disclosure agreements (NDA) or confidentiality clauses are required to be disclosed (per GPPB NPM no. 014-2014). Otherwise, pursuant to GPPB Resolution No. 20-2012 (https://www.gppb.gov.ph/wp-content/uploads/2023/05/GPPBResolution-No.-29-2012.pdf), failure to include an immaterial ongoing contract or failure to disclose complete information in the statement of contracts shall result in the disqualification of the bidder for non-compliance with the eligibility requirement under Sections 23.1 or 24.1 of the revised IRR and blacklisting under Section 65.3 (a) or (b) of the revised IRR.</p> <p>e. Alternatively, for ongoing contracts subject to non-disclosure agreement (NDA), bidders must submit an affidavit stating that ongoing contract/s is/are covered by a Non-Disclosure Agreement (NDA), hence the non-inclusion on the list.</p>					
5	EF 2B	<p>Statement of all completed government and private contracts for the past 10 years up to the date of opening of eligibility documents, whether similar or not similar in nature and complexity to the contract to be bid (Use PPP Center-prescribed form). The statement shall include, for each contract, the following:</p> <p>a. Name of the client, contact person, address, contact nos., and description of project;</p> <p>b. Contract reference (e.g., Notice of Award/ Purchase Order/ Job Order/ Contract Agreement) and date;</p> <p>c. Amount of contract and percentage of participation;</p> <p>d. Contract Duration; and</p> <p>e. Date of Completion.</p> <p>For the purpose of rating the criteria for Relevant Experience of the Consultant, bidders should identify and highlight similar completed contracts for the past 10 years up to the date of opening of eligibility documents. Please refer to Clause 9.1 of EDS on the definition of similar contract). Each identified similar completed contract/s shall be supported by the following documents:</p> <p>1. Copies of contracts with the following details:</p> <p>(i) Name of the organization(s) or client(s);</p> <p>(ii) Contract amount and duration;</p>	☑		☑		

		<p>(iii) Scope of service provided by the bidder; and (iv) Client's contact name(s), address(es), phone number(s)/e-mail address(es).</p> <p>2. Contract/Agreement can be any or all of the following:</p> <p>(i) Contract/Job Order/Purchase Order/Notice of Award/Notice to Proceed/ Sales Invoice/Official Receipt or any other duly executed document proving/showing the name/nature of project or project description and contract cost; and</p> <p>(ii) Proof of Completion and/or Acceptance for the aforesaid similar completed contract/s, such as, but not limited to, any of the following:</p> <ul style="list-style-type: none"> • Certificate of Completion and/or Acceptance, or • Certificate of Satisfactory Performance <p>Notes:</p> <p>a. As part of post-qualification, the SBAC will validate the submitted documents of the bidder. As such, the bidder shall ensure that the submitted similar completed contract/s can be verified by the SBAC's duly authorized representatives by providing updated contact details of its client/s;</p> <p>b. If bidding as a JV, the Summary shall be submitted by any of the JV partners.</p> <p>c. For any project, the bidder may append a more detailed description of the project, to aid the Procuring Entity in determining whether the project fulfills the requirements stated in the Eligibility Data Sheet, Section 9.2, items 1 and 2. Such appendix should not exceed two pages per project.</p>					
6	EF 3	<p>Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions.</p> <p>Notes:</p> <p>a. <i>The Curriculum Vitae (CV) for each of the nominated key staff as identified below (use PPP Center-prescribed CV template) shall be attached to this Statement. The CV shall be used for the purpose of rating the criteria for Qualifications of Key Personnel in terms of educational qualifications, length of professional experience and required experience on eligible assignments. Please refer to the TOR on the qualification requirements for personnel.</i></p> <p>b. <i>The CV should highlight the qualification requirements in the Terms of Reference and the Detailed Evaluation Criteria for Shortlisting;</i></p> <p>c. <i>The CV should be signed by the nominated key personnel;</i></p> <p>d. <i>The CV must be supported with:</i></p> <ul style="list-style-type: none"> <i>i. Current and valid Professional Identification Card or License issued by the Professional Regulation Commission (PRC or applicable licensing body); or</i> 			<input checked="" type="checkbox"/>		

		<p>ii. If expired, submit a copy of the recently expired PRC ID/License; or proof of application of renewal; or proof of payment for the application of renewal.</p> <p>e. If bidding as a JV, the Summary shall be submitted by any of the JV partners.</p>					
7		Curriculum Vitae For Proposed Professional Staff					
	EF 3A	IC Leader			<input checked="" type="checkbox"/>		
	EF 3B	Leader, MIOW Duties			<input checked="" type="checkbox"/>		
	EF 3C	Leader, CAAP Works (CW) Duties			<input checked="" type="checkbox"/>		
	EF 3D	Leader, O&M Duties/Airport Operations Specialist			<input checked="" type="checkbox"/>		
	EF 3E	Multidisciplinary Engineering Peer Reviewer			<input checked="" type="checkbox"/>		
	EF 3F	Baggage Engineering Peer Reviewer			<input checked="" type="checkbox"/>		
	EF 3G	IT/Systems Engineering Peer Reviewer			<input checked="" type="checkbox"/>		
	EF 3H	Airport Planning Specialist			<input checked="" type="checkbox"/>		
	EF 3I	Traffic Forecasting Specialist			<input checked="" type="checkbox"/>		
	EF 3J	CNS/ATM Specialist			<input checked="" type="checkbox"/>		
	EF 3K	Air Traffic Management Specialist			<input checked="" type="checkbox"/>		
	EF 3L	Airport Security Specialist			<input checked="" type="checkbox"/>		
	EF 3M	CapEx Specialist/Quantity Surveyor/Cost Engineer			<input checked="" type="checkbox"/>		
	EF 3N	Airport Operations Specialist			<input checked="" type="checkbox"/>		
	EF 3O	Opex and Revenue Specialist			<input checked="" type="checkbox"/>		
	EF 3P	Civil Engineer			<input checked="" type="checkbox"/>		
	EF 3Q	Electrical Engineer			<input checked="" type="checkbox"/>		
	EF 3R	Mechanical Engineer			<input checked="" type="checkbox"/>		
	EF 3S	Systems Engineer			<input checked="" type="checkbox"/>		
	EF 3T	QA/QC Engineer			<input checked="" type="checkbox"/>		
	EF 3U	H&S Engineer			<input checked="" type="checkbox"/>		
	EF 3V	Environmental Compliance Engineer			<input checked="" type="checkbox"/>		
		Financial Documents			<input checked="" type="checkbox"/>		
9		<p>Latest Audited Financial Statement (AFS) which should not be earlier than two (2) years from the date of bid submission, stamped "received" by the BIR or its duly accredited and authorized institution, or electronically received by the BIR AFS e- submission as shown by the proof of confirmation receipt from the BIR.</p> <p>Notes:</p> <p>a. The submitted AFS must be the latest AFS submitted to the BIR;</p> <p>b. AFS under submitted Annex A of PhilGEPS Certificate is acceptable provided that it is the latest AFS submitted to the BIR;</p> <p>c. Submission of a consolidated AFS is allowed, provided, that the data for the participating Bidder can be extracted to establish the financial capacity of the Bidder;</p> <p>d. Foreign bidders may submit electronic or email from the appropriate Tax Authority in foreign bidder's country of jurisdiction with express statement that the foreign bidder's AFS was received. Accordingly, the foreign bidder may submit the copy of the AFS and the copy of email confirmation/receipt from the appropriate tax authority from abroad; and</p> <p>e. If bidding as a JV, the AFS shall be submitted by any of the JV partners.</p>			<input checked="" type="checkbox"/>		
		Class B Documents			<input checked="" type="checkbox"/>		
10		<p>1. If bidding as a Formed JV, valid Joint Venture Agreement (JVA) showing, among others, the following:</p> <p>(i) Responsibility of each of the JV partners or its contributions to the JV;</p> <p>(ii) If one of the JV partners is a foreign entity, Filipino ownership or interest of the JV concerned;</p>			<input checked="" type="checkbox"/>		

- (iii) All partners to the JV shall be jointly and severally liable to the Procuring Entity; and
- (iv) JV partner who will receive the payment in case the contract is awarded to the JV.

Notes:

- a. *Bidders that submit JVA that lacks any of the enumerated provisions except for responsibility/contribution of the JV partners, shall not be declared as ineligible or post-disqualified but shall be required to submit a valid JVA containing the lacking provisions within ten (10) calendar days from receipt of the NOA.*
 - b. *The bidder is allowed to submit photocopy of the notarized JVA, subject to submission of the SIGNED, ORIGINAL AND NOTARIZED JVA within ten (10) calendar days from receipt of the NOA.*
 - c. *Foreign partners are required to obtain a license to transact business in the country or Securities Exchange Commission (SEC) Certificate of Registration.*
2. If bidding as a JV TO BE FORMED, in the absence of a JVA, a NOTARIZED statement(s) from each/all the potential JV partners stating, among others, the following:
- (i) They will enter into and abide by the provisions of the JVA in the instance that their bid is successful; and
 - (ii) Failure to enter into JVA in the event of a contract award shall be a ground for bid disqualification and subsequent forfeiture of the bid security.

Notes:

- a. *Bidders that submit Notarized Statements must submit a valid JVA that contains the following statements within ten (10) calendar days from receipt of the NOA. FAILURE TO SUBMIT A VALID JVA SHALL BE A GROUND FOR BID DISQUALIFICATION AND FORFEITURE OF THE BID SECURITY:*
 - (i) *Responsibility of each of the JV partners or its contributions to the JV;*
 - (ii) *IF ONE OF THE JV PARTNERS IS A FOREIGN ENTITY, Filipino ownership or interest of the JV concerned;*
 - (iii) *All partners to the joint venture shall be jointly and severally liable to the Procuring Entity; and*
 - (iv) *JV partner who will receive the payment in case the contract is awarded to the JV.*
- b. *The bidder is allowed to submit photocopy of the notarized JVA or statement/s from each/all the potential JV partners, subject to*

		<p><i>submission of the SIGNED, ORIGINAL AND NOTARIZED JVA within ten (10) calendar days from receipt of the NOA.</i></p> <p><i>c. The submission of technical and financial documents by any of the JV partners constitutes compliance.</i></p> <p>With regard to the form of the joint venture agreement (“JVA”), the GPPB explained that “neither a standard form is prescribed, nor specific terms and conditions should be spelled out in the JVA for it to be valid, only the requisites of a valid contract are required to exist. Thus, while there is no specific guideline in the execution of a JVA, the parties should consider appropriate stipulations and agreements to completely accomplish the endeavor, service or work subject matter of the JVA.</p> <p>The following are the minimum requirements of a valid JVA for purposes of complying with the requirements of Republic Act No. 9184 and its Implementing Rules and Regulations:</p> <ol style="list-style-type: none"> 1. Consent of the contracting parties and the authority of the signatories to the JVA (as evidenced by the execution of a Special Power of Attorney, Letter of Authority, or Secretary’s Certificate which is attached to the Omnibus Sworn Statement); 2. Object certain which is the subject matter of the contract (i.e., to enter into a joint venture to undertake the project); 3. Cause of the obligation (i.e., to earn and divide profits); 4. A statement of the capital contribution of each joint venture partner; and 5. The respective rights and obligations of the parties to the joint venture must be defined and embodied in the JVA submitted. <p>In the absence of a JVA, prospective joint ventures seeking to bid in the procurement of consulting services shall submit duly notarized statements from all the potential joint venture partners, attesting that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. In this case, a copy of the valid JVA shall be submitted to the procuring entity within ten (10) calendar days from receipt by the bidder of the Notice of Award.</p>				
		<p>Proof of Appointment of Bidder’s Authorized Representative/s</p> <ol style="list-style-type: none"> a. Notarized Certificate issued by the Corporate Secretary (for Corporation/ Cooperative/ Joint Venture) or issued by the Managing Partner or President (for Partnership), attesting the appointment of the bidder’s representative/s (Refer to Sample Form); OR b. Notarized Special Power of Attorney, for Sole Proprietorship (Refer to Sample Form). <p>Notes:</p>				

	<p>a. If bidding as a JV, which is already formed, JV can submit one notarized Certificate appointing bidder's representative/s;</p> <p>b. If JV is not yet formed, all partners must submit the notarized Certificate;</p> <p>c. The bidder is allowed to submit photocopy of the notarized Proof of Appointment, subject to submission of the SIGNED, ORIGINAL AND NOTARIZED Proof of Appointment within ten (10) calendar days from receipt of the Notice of Award (NOA), if the bidder's representative will be the one to sign the same on behalf of the winning bidder;</p> <p>d. A Proof of Appointment that lacks the specimen signature or initials of the authorized representative/s shall be acceptable. However, the bidder shall submit the SIGNED, ORIGINAL AND NOTARIZED Proof of Appointment which contains the signature and/or initials of the authorized representative/s within ten (10) calendar days from receipt of the NOA; and</p> <p>e. Bidder must ensure that they clearly indicate whether they are designating as authorized representatives "(ANY or ALL)" of the indicated representatives".</p>					
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Note: PPP Center shall not assume any responsibility regarding erroneous interpretations or conclusions by the Bidder out of the data furnished by PPP Center in relation to this bidding. The Bidder shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all the Bidding Documents and its amendments.

DETAILED EVALUATION CRITERIA FOR SHORTLISTING

No.	Documents to be Submitted	Document/s Required	Bidder's Qualification/Basis for Scoring
A.	Applicable Experience of the Consultant		
1.	<p>Qualifying Projects Completed</p> <p>1. Copies of all similar completed contracts for the last 5 years to present containing the following details:</p> <ol style="list-style-type: none"> Name of client Contract amount and duration Scope of service provided by the bidder Customer's contact name, address, phone number/email address <p>NOTE: "Similar completed contract" is defined under Eligibility Data sheet Clause 9.1</p> <p>2. Proof of satisfactory completion signed by the bidder's clients for the similar completed contracts</p>	Statement of Completed Projects	<p>(Total number of contracts which fulfill each of the following three sets of conditions, maximum of 20 contracts) / 20</p> <ol style="list-style-type: none"> The IC shall have undertaken at least three similar contracts in at least two countries wherein: <ol style="list-style-type: none"> The IC's role was one of the following: <ol style="list-style-type: none"> Detailed design and engineering consultancy Project management and assignments including monitoring, supervision, and certification of works Experience of being an Independent Consultant / engineer either for Lenders or a Government Authority The assignment was undertaken for one of the following: <ol style="list-style-type: none"> Greenfield international airport or international airport expansion project having a minimum estimated project capital cost at current prices (excluding land) of PhP 10 billion or US\$ 200 million, whichever is higher; or Terminal (or Terminals) and associated apron (or aprons) with a design processing capacity of handling at least 10 million passengers per year; or Terminal area of at least 50,000sqm including provision for the processing of international passengers. The IC shall have undertaken at least five similar contracts in at least two countries wherein: <ol style="list-style-type: none"> The IC's role was Airport Planning and Development; and The assignment was undertaken for one of the following: <ol style="list-style-type: none"> Greenfield international airport or international airport expansion project having a minimum estimated project capital cost at current prices (excluding land) of PhP 10 billion or US\$ 200 million, whichever is higher; or Terminal (or Terminals) and associated apron (or aprons) with a design processing capacity of handling at least 10 million passengers per year; or Terminal area of at least 50,000sqm including provision for the processing of international passengers.

			<p>3. The IC shall have undertaken at least two similar contracts in at least two countries wherein:</p> <ol style="list-style-type: none"> a. The IC's role was CNS/ATM system planning and implementation; and b. The assignment was undertaken for one of the following: <ol style="list-style-type: none"> (i) Greenfield international airport or international airport expansion project having a minimum estimated project capital cost at current prices (excluding land) of PhP 10 billion or US\$ 200 million, whichever is higher; or (ii) Terminal (or Terminals) and associated apron (or aprons) with a design processing capacity of handling at least 10 million passengers per year; or (iii) Terminal area of at least 50,000sqm including provision for the processing of international passengers.
2	<p>Qualifying Projects Completed by Value</p> <ol style="list-style-type: none"> 1. Copies of all similar completed contracts for the last 5 years to present containing the following details: <ol style="list-style-type: none"> a. Name of client b. Contract amount and duration c. Scope of service provided by the bidder d. Customer's contact name, address, phone number/email address <p>NOTE: "Similar completed contract" is defined under Eligibility Data sheet Clause 9.1</p> <ol style="list-style-type: none"> 2. Proof of satisfactory completion signed by the bidder's clients for the similar completed contracts 	Statement of Completed Projects	<ol style="list-style-type: none"> 1. Value of contracts (up to a maximum of USD 50 million or equivalent) / USD 50 million 2. Output was of the four below: <ol style="list-style-type: none"> a. Greenfield international airport having a minimum estimated project capital cost at current prices (excluding land) of US\$ 200 million b. International airport expansion project having a minimum estimated project capital cost at current prices (excluding land) of US\$ 200 million c. Terminal (or Terminals) and associated apron (or aprons) with a design processing capacity of handling at least 10 million passengers per year d. Terminal area of at least 50,000sqm including provision for the processing of international passengers 3. Bidder's role was of the five below: <ol style="list-style-type: none"> a. Detailed design and engineering consultancy b. Project management assignments including monitoring, supervision and certification of works c. Airport planning and development d. Experience of being an Independent Consultant / engineer either for Lenders or a Government Authority e. CNS/ATM system planning and implementation
B. Qualification of Personnel who shall be Assigned to Work in the Project			
1.	IC Leader (International/ Foreign)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>Must fulfill all of the following.</p> <ol style="list-style-type: none"> 1. General Qualifications <ol style="list-style-type: none"> a. Must have bachelor's degree b. Must have degree- whether bachelor's, master's, or doctorate, in either: <ol style="list-style-type: none"> (iii) Any engineering field (iv) Architecture c. Must have either: <ol style="list-style-type: none"> (iii) Philippine Professional Regulatory Commission license to practice as an engineer or architect, valid as of date of submission of Qualification Documents

			<p>(iv) Equivalent credential in the country where the proposed person practices, valid as of date of submission of Qualification Documents.</p> <p>d. Must have at least 15 years work experience</p> <p>2. Similar / Related Project Experience:</p> <p>Number of projects which:</p> <p>(i) Involved one of the following for an infrastructure project with a value of at least US\$ 36,000,000 or its equivalent:</p> <p>(i) Leading a project team responsible for design management</p> <p>(ii) Leading a project team responsible for design review</p> <p>(iii) Leading a project team responsible for project management</p> <p>(iv) Leading a project responsible for project supervision leadership</p> <p>(ii) Leadership role had a duration of at least one year.</p>
2.	Leader, MIOW Duties (International/ Foreign)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill ALL of the following.</p> <p>a. Must have bachelor's degree</p> <p>b. Must have degree- whether bachelor's, master's, or doctorate, in either:</p> <p>(i) Any engineering field</p> <p>(ii) Architecture</p> <p>c. Must have either:</p> <p>(iii) Philippine Professional Regulatory Commission license to practice as an engineer or architect, valid as of date of submission of Qualification Documents</p> <p>(iv) Equivalent credential in the country where the proposed person practices, valid as of date of submission of Qualification Documents.</p> <p>d. Must have at least 15 years work experience</p> <p>2. Similar / Related Project Experience:</p> <p>(The number of countries + the number of projects, up to a maximum of 10, in which the Leader, MIOW Duties, has completed projects which fulfill the following requirements:)/ 10</p> <p>a. The airport project was completed in the ten year period before the date of submission of eligibility documents.</p> <p>b. The proposed person had one of the following roles:</p> <p>(i) Design</p> <p>(ii) Design Management</p> <p>(iii) Design Review</p> <p>(iv) Project Management</p> <p>(v) Project Supervision</p> <p>c. The proposed person's role had a duration of at least six months.</p> <p>The proposed expert must have completed such projects for at least five airports in at least three countries.</p>
3.	Leader, CW Duties (International/ Foreign)	Duly accomplished and signed CV using PPP Center's	<p>1. General Qualifications</p> <p>Must fulfill all of the requirements of either a or b below.</p>

		<p>prescribed template</p> <p>CV</p>	<p>a. All of the following:</p> <ul style="list-style-type: none"> (i) Bachelor's degree in one of the following: <ul style="list-style-type: none"> 1) Information technology 2) Electronic Systems 3) A related engineering field (ii) At least fifteen years experience in managing or delivering complex CNS/ATM engineering implementation (iii) As part of the fifteen years experience: five years at a supervisory or managerial position, full time, with at least one of the following: <ul style="list-style-type: none"> 1) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; 2) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. 3) An international CNS/ATM consultancy company with five or more contracts in the past ten years involving the specification, procurement, integration, testing and commissioning and/or certification of any of the following list of systems: <ul style="list-style-type: none"> (a) Control Tower Systems (b) Digital Remote Towers (c) EFSS (d) AMAN (e) A-SMGCS (Multilateration system) (f) A-SMGCS (SMR) (g) VCSS 4) A CNS/ATM system manufacturer who has supplied to either of: <ul style="list-style-type: none"> (a) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; or (b) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. <p>OR</p> <p>b. All of the following:</p> <ul style="list-style-type: none"> (i) One of the following: <ul style="list-style-type: none"> 1) Has a valid Air Traffic Control License issued by an ICAO member state 2) Had an Air Traffic Control License issued by an ICAO member state for a period of two years in the last five years, both before the date of submission of Qualification Documents. (ii) At least fifteen years' experience in managing/delivering complex ATM-related projects aimed at delivering changes to ATC procedures for ATC tower operations and/or approach/terminal airspace (iii) As part of the fifteen years' experience: five years in a supervisory or managerial position, full time, with at least one of the following:
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			<ol style="list-style-type: none"> 1) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights 2) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. 3) an international CNS/ATM consultant that has conducted air traffic management related studies in support of either: <ol style="list-style-type: none"> (a) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights (b) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. <p>2. Similar / Related Project Experience:</p> <ol style="list-style-type: none"> 1. (Number of years in a supervisory or managerial position, full time, with any of the following (up to a maximum of 10)) / 10: <ol style="list-style-type: none"> a. A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; b. A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. c. An international CNS/ATM consultancy company with five or more contracts in the past ten years involving the specification, procurement, integration, testing and commissioning and/or certification of any of the following list of systems: <ol style="list-style-type: none"> (i) Control Tower Systems (ii) Digital Remote Towers (iii) EFSS (iv) AMAN (v) A-SMGCS (Multilateration system) (vi) A-SMGCS (SMR) (vii) VCSS d. A CNS/ATM system manufacturer who has supplied to either of: <ol style="list-style-type: none"> (i) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; or (ii) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport.
4.	Leader, O&M Duties (International/ Foreign)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree in any field 2. Fifteen years experience in monitoring, planning, or reviewing the operational performance of airports covering landside, terminal and airside operations. <p>2. Similar / Related Project Experience:</p> <ol style="list-style-type: none"> 1. Either of the following:

			<p>a. (The number of countries + the number of airports in which the proposed person has completed projects which fulfil the following requirements (up to a maximum of 10))/10:</p> <p>(i) The airport project was completed in the ten year period before the date of submission of Qualification Documents.</p> <p>(ii) The proposed person had one of the following roles on the airport project:</p> <ol style="list-style-type: none"> 1) Airport planning 2) Operational Readiness 3) Operations Reviews <p>(iii) The Leader, O&M duties role had a duration of at least six months.</p> <p>b. (The number of years during which the proposed person worked in a senior leadership position in airport operations (up to a maximum of 10))/10.</p>
5.	Multi-Disciplinary Engineering Peer Reviewer (International/ Foreign)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Must have a university degree in architecture or engineering field, 2. Must be a licensed or chartered engineer or architect 3. Must have at least 15 years' experience <p>2. Similar / Related Project Experience:</p> <ol style="list-style-type: none"> 1. Either of the following: <ol style="list-style-type: none"> a. (Number of airports + number of countries in which the person undertook airport engineering design in the 10 years before Eligibility Documents Submission Date (up to a maximum of 10))/10 b. (Number of years in a leadership position in airport engineering or design of airport assets (up to a maximum of 10))/10
6.	Baggage Engineering Peer Reviewer (International/ Foreign)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Must have a university degree in architecture or engineering field, 2. Must be a licensed or chartered engineer or architect 3. Must have at least 15 years' experience <p>2. Similar / Related Project Experience:</p> <ol style="list-style-type: none"> 1. (Number of airport baggage system refurbishment or upgrade projects completed in the ten years before Eligibility Documents Submission Date where the person worked in as engineer or baggage system specialist + Number of countries where the person worked in such projects (up to a maximum of 10))/10
7.	IT/Systems Engineering Peer Reviewer (International/ Foreign)	Duly accomplished and signed CV using PPP Center's	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p>

		prescribed CV template	<ol style="list-style-type: none"> 1. Must have a university degree in architecture or engineering field, 2. Must be a licensed or chartered engineer or architect 3. Must have at least 15 years' experience <p>2. Similar / Related Project Experience:</p> <ol style="list-style-type: none"> 1. Either of the following: <ol style="list-style-type: none"> a. (Number of airports for which the person undertook IT or systems design projects completed in the ten years before Eligibility Documents Submission Date + number of countries in which such projects were undertaken (up to a maximum of 10))/10 b. (Number of years in a leadership position in airport or IT systems or design of airport or IT systems (up to a maximum of 10))/10
8.	Airport Planning Specialist (International/ Foreign)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Must have a bachelor's degree in relevant discipline, 2. Must have at least 10 years experience in total. <p>2. Similar / Related Project Experience:</p> <ol style="list-style-type: none"> 3. (Number of airports for which the person has demonstrated experience in planning or operational specification of airport facilities or the development of airport masterplans in the ten years before Eligibility Documents Submission Date + number of countries in which those airports were located (up to a maximum of 10))/10
9.	Traffic Forecasting Specialist (International/ Foreign)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Must have a bachelor's degree in relevant discipline, in a numerate subject such as engineering, mathematics, finance, accounting <p>2. Similar / Related Project Experience:</p> <p>(Number of countries in which the person forecast aviation traffic for airports in the ten years prior to Bid Submission Date + Number of years of experience in development of aviation traffic forecasts for airports (up to a maximum of 10))/10</p>
10.	CNS/ATM System Specialist (International/ Foreign)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Must have a bachelor's degree in one of the following: information technology, electronic systems or related engineering field. 2. Must have at least 15 years experience in managing/delivering complex CNS/ATM engineering implementations <p>2. Similar / Related Project Experience:</p>

			<ol style="list-style-type: none"> 1. (Number of years in a supervisory or managerial position, full time, with any of the following: (up to a maximum of 10))/10 <ol style="list-style-type: none"> a. A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; b. A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport. c. An international CNS/ATM consultancy company with five or more contracts in the past ten years involving the specification, procurement, integration, testing and commissioning and/or certification of any of the following list of systems: <ol style="list-style-type: none"> (i) Control Tower Systems (ii) Digital Remote Towers (iii) EFSS (iv) AMAN (v) A-SMGCS (Multilateration system) (vi) A-SMGCS (SMR) (vii) VCSS d. A CNS/ATM system manufacturer who has supplied to either of: <ol style="list-style-type: none"> (i) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; or (ii) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport.
11	Air Traffic Management Specialist (International/ Foreign)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<ol style="list-style-type: none"> 1. General Qualifications <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Must fulfill any of the following: <ol style="list-style-type: none"> a. Have a bachelor's degree in information technology, electronic systems, or related engineering field b. Have a valid Air Traffic Control License issued by an ICAO member state as of the Eligibility Documents Submission Date c. Have had an Air Traffic Control License issued by an ICAO member state for a period of two years in the last five years before the Eligibility Documents Submission Date 2. Must have at least 15 years experience in managing/ delivering complex CNS/ATM engineering implementations <ol style="list-style-type: none"> 2. Similar / Related Project Experience: <ol style="list-style-type: none"> 1. (Number of years in a supervisory or managerial position, full time, with any of the following (up to a maximum of 10))/10: <ol style="list-style-type: none"> a. A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; b. A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport.

			<p>c. An international CNS/ATM consultancy company with five or more contracts in the past ten years involving the specification, procurement, integration, testing and commissioning and/or certification of any of the following list of systems:</p> <ul style="list-style-type: none"> (i) Control Tower Systems (ii) Digital Remote Towers (iii) EFSS (iv) AMAN (v) A-SMGCS (Multilateration system) (vi) A-SMGCS (SMR) (vii) VCSS <p>d. A CNS/ATM system manufacturer who has supplied to either of:</p> <ul style="list-style-type: none"> (i) A Civilian Air Navigation Service Provider for a country with annual traffic of at least one million flights; or (ii) A Civilian Air Navigation Service Provider providing a service for at least five airports with at least 200,000 flights per year for each airport.
12.	Airport Security Specialist (International/ Foreign)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ul style="list-style-type: none"> 1. Must have a bachelor's degree in relevant discipline <p>2. Similar / Related Project Experience:</p> <ul style="list-style-type: none"> 1. (Number of years during which the person has undertaken management of the security compliance function at an airport handling international and domestic traffic, and / or acted as an advisor to airports, governments and regulators on aviation security matters (up to a maximum of 10)/10
13.	CAPEX Specialist aka Quantity Surveyor / Cost Engineer (International/ Foreign)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ul style="list-style-type: none"> 1. Must have a bachelor's degree in quantity surveying, engineering, accounting, or construction management. 2. Must have at least 15 years' experience <p>2. Similar / Related Project Experience:</p> <ul style="list-style-type: none"> 1. (Number of assignments for which the proposed person worked as a Quantity Surveyor or Cost Engineer for an infrastructure project with a value of at least at least USD 36 million. (up to a maximum of 10))/10
14.	Airport Operations Specialist (International)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ul style="list-style-type: none"> 1. Must have a bachelor's degree. 2. Must have at least 10 years experience in total. <p>2. Similar / Related Project Experience:</p>

			1. Must have at least five years experience in airport operations.
15.	Opex and Revenue Specialist (International)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Must have a bachelor's degree in accounting, business, commerce, or a related field. 2. Must have at least 15 years experience in total. <p>2. Similar / Related Project Experience:</p> <ol style="list-style-type: none"> 1. (Number of airports which fulfill the requirements below for which the proposed person worked (up to a maximum of 10))/10 <ol style="list-style-type: none"> a. Estimated capital cost of at least US\$ 200 million b. Estimated expansion cost of at least US\$ 200 million c. Terminal capacity of at least 10 million passengers per year d. Terminal area of at least 50,000 sqm
16.	Civil Engineer (National/ Local)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Must have a bachelor's degree in civil or structural engineering 2. Must have a valid PRC license in civil or structural engineering 3. Must have at least 15 years' experience in total <p>2. Similar / Related Project Experience:</p> <ol style="list-style-type: none"> 1. (Number of assignments which fulfill all of the following criteria (up to a maximum of 10))/10 <ol style="list-style-type: none"> a. Assignment lasted at least one year b. The person worked as a civil or structural engineer c. The person was responsible for one of the following: <ol style="list-style-type: none"> (i) Design Management (ii) Design Review (iii) Project Management (iv) Project Supervision
17.	Electrical Engineer (National/ Local)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Must have a bachelor's degree in electrical engineering 2. Must have a valid PRC license in electrical engineering 3. Must have at least 10 years' experience working as Electrical Engineer <p>2. Similar / Related Project Experience:</p> <ol style="list-style-type: none"> 1. (Number of assignments which fulfill all of the following criteria (up to a maximum of 10))/10 <ol style="list-style-type: none"> a. Assignment lasted at least one year

			<ul style="list-style-type: none"> b. The person worked as an electrical engineer c. The person was responsible for one of the following: <ul style="list-style-type: none"> (i) Design Management (ii) Design Review (iii) Project Management (iv) Project Supervision d. The assignment was for an infrastructure project with a value of at least US\$ 36 million
18.	Mechanical Engineer (National/ Local)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ul style="list-style-type: none"> 1. Must have a bachelor's degree in mechanical engineering 2. Must have a valid PRC license in mechanical engineering 3. Must have at least 10 years' experience working as Mechanical Engineer <p>2. Similar / Related Project Experience:</p> <ul style="list-style-type: none"> 1. (Number of assignments which fulfill all of the following criteria (up to a maximum of 10))/10 <ul style="list-style-type: none"> a. Assignment lasted at least one year b. The person worked as a mechanical engineer c. The person was responsible for one of the following: <ul style="list-style-type: none"> (i) Design Management (ii) Design Review (iii) Project Management (iv) Project Supervision d. The assignment was for an infrastructure project with a value of at least US\$ 36 million
19.	System Engineer for IT and Communications Network (National/ Local)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ul style="list-style-type: none"> 1. Must have a bachelor's degree in engineering 2. Must have a valid PRC license in engineering 3. Must have at least 10 years' experience working as Systems Engineer for IT and/or Communications Network <p>2. Similar / Related Project Experience:</p> <ul style="list-style-type: none"> 1. (Number of assignments which fulfill all of the following criteria (up to maximum of 10) / 10) <ul style="list-style-type: none"> a. Assignment lasted at least one year b. The person worked as a Systems Engineer for IT and/or Communications Network c. The person was responsible for one of the following: <ul style="list-style-type: none"> (i) Design Management (ii) Design Review (iii) Project Management (iv) Project Supervision d. The assignment was for an infrastructure project with a value of at least US\$ 36 million

20.	Quality Assurance/Quality Control Engineer (National/ Local)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Must have a bachelor's degree in engineering 2. Must have a valid PRC license in engineering 3. Must have at least 10 years' experience in total <p>2. Similar / Related Project Experience:</p> <ol style="list-style-type: none"> 1. (Number of assignments involving either: (up to a maximum of 10))/10 <ol style="list-style-type: none"> a. Reviewing QA/QC processes and procedures on an infrastructure project with a value of at least US \$ 36 million b. Reviewing on site implementation of QA/QC on an infrastructure project with a value of at least US\$ 36 million
21.	Health & Safety Engineer (National/ Local)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Must have a bachelor's degree in engineering 2. Must have a valid PRC license in engineering 3. Must have at least 10 years' experience in total <p>2. Similar / Related Project Experience:</p> <ol style="list-style-type: none"> 1. (Number of assignments involving either: (up to a maximum of 10))/10 <ol style="list-style-type: none"> a. reviewing Health and Safety processes and procedures for an infrastructure project with a value of at least US\$ 36 million b. reviewing on site implementation of Health and Safety processes for an infrastructure project with a value of at least US\$ 36 million
22.	Environmental Compliance Engineer (National/ Local)	Duly accomplished and signed CV using PPP Center's prescribed CV template	<p>1. General Qualifications</p> <p>Must fulfill all of the following:</p> <ol style="list-style-type: none"> 1. Must have a bachelor's degree in engineering 2. Must have a valid PRC license in engineering 3. Must have at least 10 years' experience in total <p>2. Similar / Related Project Experience:</p> <ol style="list-style-type: none"> 1. (Number of assignments involving either: (up to a maximum of 10))/10 <ol style="list-style-type: none"> a. Reviewing environmental processes and procedures on an infrastructure project with a value of at least US \$ 36 million b. Reviewing on site implementation of environmental processes and procedures on an infrastructure project with a value of at least US\$ 36 million
C.	Current Workload of the Consultant Relative to Capacity 1. Audited Financial Statements for the last 2 years preceding the date of	Statement of Ongoing Projects Audited Financial Statements	Whether net worth is greater than the value of outstanding ongoing contracts or not.

	submission of eligibility documents		
2.	Value of outstanding ongoing contracts		

GUIDELINES ON ONLINE SUBMISSION OF ELIGIBILITY DOCUMENTS

A. Electronic Submission (E-Documents) Comprising the Bid

1. Pursuant to GPPB Resolution No. 12-2020 dated May 20, 2020, prospective bidders shall submit their bids using a two-factor security procedure consisting of password protection and an archive format compression using zip file format (.zip) or RAR file format (.rar). The compressed electronic bid folders to be submitted can be opened using the WINRAR compression tool.
2. The electronic documents comprising the bids as enumerated in the Checklist of Requirements for Bidders are as follows:
 - a. For shortlisting of Consultants (Stage 1), the Eligibility Documents Envelope;
 - b. For evaluation of bids of Shortlisted Consultants (Stage 2), (i) Technical Documents (Envelope No.1); and (ii) Financial Documents (Envelope No. 2).

Eligibility, Technical, and Financial Documents are collectively referred as “Bid Documents.”

3. The eligibility documents/proposals must be received from the bidder’s authorized representative as indicated in the EF 1 issued by the bidder as part of the eligibility documents/proposals submission.
4. The eligibility documents/proposals must be received by the dedicated email account created for the subject procurement, i.e.pdmf_sbac_secretariat@ppp.gov.ph. Proposals sent by the bidders to any other email account/address will be deemed “NOT submitted” and will NOT be considered by the Procuring Entity.
5. The bidders must submit the Bid Documents (i.e. Eligibility Documents, Technical Proposals, and Financial Proposals) on or before the submission deadline indicated in the Request for Expression of Interest (REOI) as follows:
 - a. Stage 1: Eligibility Documents – through a single email if within the file size limit, or multiple emails if in excess of the file size limit
 - b. Stage 2: Technical and Financial Proposals - through separate emails, i.e. email-submission of Technical Proposals (containing both the Eligibility Documents and Technical Proposals) is separate from email-submission of Financial Proposals.

If the Technical Proposals and Financial Proposals are submitted together in a single email, they will be deemed “NOT submitted” and will NOT be considered by the Procuring Entity.

6. All Bid Documents shall be submitted by the bidders ONLY from the email account(s)/address(es) indicated in the REOI. Proposals received from any other email account/address shall be rejected.
7. The bidders shall ensure that the Bid Documents are received by the email account/address indicated in the REOI on or before the prescribed deadline. If only one proposal (either Technical Proposal or Financial Proposal) is received from the bidders on the prescribed deadline, while the other proposal is received beyond the deadline, both proposals will not be accepted and will remain unopened.

8. The bidders shall avoid sending multiple emails. However, in case of receipt of multiple emails, ONLY the emails containing the eligibility documents, technical and financial proposals received on or before the deadline shall be considered.
9. All documents as enumerated in the Checklist of Requirements for Bidders should be arranged, numbered and named in separate files. All document files must be scanned with at least 150 dots-per-inch (dpi) and should be in PDF file format with a secured password-protection to prevent premature opening thereof.

The password-protected files shall be contained in one compressed folder, i.e., for Stage 1, the Eligibility Documents and for Stage 2, the (i) Technical Proposals (Zipped Folder No.1); and (ii) Financial Proposals (Zipped Folder No. 2). The compressed folder shall likewise be password-protected. The passwords for the compressed Eligibility Documents, the Technical Proposals, and the Financial Proposals folders should be different from each other. The bidders shall disclose the passwords of the compressed folders to the Procuring Entity during the schedule of opening of bids or send an email to pdmf_sbac_secretariat@ppp.gov.ph before the opening of Bid Documents.

10. Eligibility Documents/Proposals which are not in compressed or zipped folders and not password-protected shall be considered as unsealed bid submission and not complying with the two (2) factor security procedure¹, and hence, shall be rejected during the opening of eligibility documents/proposals. However, bid envelopes that are not properly compressed and password-protected shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted (i.e. not properly compressed and password protected). The SBAC shall assume no responsibility for the misplacement of the contents of the improperly compressed or password-protected folders or for its premature opening.²

B. Electronic Signature

11. Whenever required in specified portions of the response or bid forms, particularly in the FINANCIAL PROPOSAL E-DOCUMENTS, the *e-signature* of the Bidder or the *Bidder's Authorized Representative* shall be affixed in the document.
12. The scanned actual signature of the authorized representative of the prospective bidder, cropped and pasted handwritten signatures, adobe-created signatures, unique figures and symbols and stamped signatures are ACCEPTABLE as e-signatures. Provided, that original documents not using digital signatures shall be transmitted during contract execution. However, text-typing the name of the bidder and/or the words "SGD. or ORIGINAL SIGNED" and the like without distinctive features are NOT ACCEPTABLE.
13. An electronically signed document submitted by the bidder shall be presumed to belong to that of the bidder if signed by its duly authorized representative and sent to the dedicated e-mail account of the Secretariat.

C. Time and Manner of Sending and Receipt of E-Documents

¹ As required under GPPB Resolution No. 09-2020, Section 4.2 which provides:
"Bid submission may be done through any electronic means available to the [Procuring Entities], provided that the same:

a. Uses a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted; xxx

² Pursuant to GPPB Resolution No. 09-2020, which revised Section 25.9 of the 2016 Revised IRR.

20. The deadline for the submission of eligibility documents/proposals shall observe the time indicated in the official website of the PPP Center. The actual time of bid submission shall be the “time received” by the dedicated email account as indicated in the PPP Center’s gateway email server.
21. The Secretariat shall transmit an acknowledgement receipt as proof by the bidder that its bid had been received. The acknowledgement shall be evidence ONLY of the electronic bid submission and receipt thereof, and NOT of the completeness, correctness and veracity of the contents of the electronic bid, which shall be determined during preliminary examination of bids, bid evaluation and/or post-qualification. It is also the responsibility of the bidder to ensure that the e-mail to be sent contains the required attachments.
22. To avoid the tampering or alteration of electronic documents, files shall be sent as **attachment/s** to the e-mail and not through a file sharing link.
23. The PPP Center’s system can accommodate attachments with **file size limit of up to 20MB**. If the bidder’s e-mail has a smaller file size limit (e.g., in case of free mails, such as gmail and yahoomail), it may send files in batches. These multiple compressed files sent in batches may use the same password and may be emailed or submitted separately. As an illustration, submission for Stage 1 shall be labelled as follows: “Eligibility Document Envelope – Part 1 of 3”, “Eligibility Document Envelope – Part 2 of 3”, and “Eligibility Document Envelope – Part 3 of 3”.
24. Bidders shall submit their eligibility documents/proposals to the via email to *pdmf_sbac_secretariat@ppp.gov.ph*, with the subject using the REOI Number and Name of Bidder [(e.g. REOI 2024-003-[Name of Bidder]), before the closing date and time specified in the REOI. It is encouraged that submissions be made **at least two (2) hours** prior to the time of bid opening in order to ensure receipt of documents by the Secretariat within the deadline set for the submission of bids.
25. A bidder may modify its bid, provided that this is done before the deadline for the submission and receipt of bids. In modifying online submission/s, the bidder shall not be allowed to retrieve its original submission, but shall be allowed to submit another submission equally sealed, properly identified and titled/labelled as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION.” The bidder must ensure that the modification is received by the SBAC Secretariat. Modifications received after the applicable deadline shall not be considered and shall be returned to the bidder unopened.
26. A bidder may, through a letter of withdrawal, withdraw its submission, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the prescribed deadline. The letter of withdrawal must be executed by the authorized representative of the bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter. Bids requested to be withdrawn shall be returned unopened to the bidder.