



REPUBLIC OF THE PHILIPPINES
NATIONAL POWER CORPORATION
(Pambansang Korporasyon sa Elektrisidad)

ELIGIBILITY SCREENING DOCUMENT

**Name of Project : CONSULTANCY SERVICES FOR THE
INVESTIGATION OF STRUCTURAL
INTEGRITY OF MINDANAO GENERATION
(MINGEN) BUILDING**

P.R. NO. : MG-ADM24-005

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Design and Development Department



SECTION I

**REQUEST FOR EXPRESSION
OF INTEREST**



National Power Corporation

BCS-2024-0557

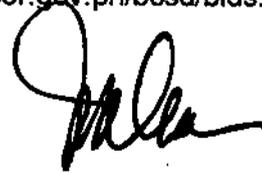
REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES FOR THE

INVESTIGATION OF STRUCTURAL INTEGRITY OF MINGEN BUILDING

1. The National Power Corporation (NPC) through its Approved Corporate Budget for CY 2024 intends to apply the sum of **One Million One Hundred Thousand Pesos (P 1,100,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract. General bids exactly of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The NPC now calls for the submission of eligibility documents for **PR No. MG-ADM24-005 – Consulting Services for the Investigation of Structural Integrity of the Mindanao Generations (MinGen) Building**. Interested consultants must submit their eligibility documents on or before **27 August 2024, 9:30 A.M.** at the **Kaňao Function Room, National Power Corporation Head Office Building, Senator Miriam P. Defensor-Santiago Ave. (formerly BIR Road), corner Quezon Ave., Diliman, Quezon City.** Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from the National Power Corporation and inspect the Bidding Documents at the address given below during office hours, 8:00 A.M. to 5:00 P.M., Monday to Friday.
4. A complete set of Bidding Documents may be acquired by the eligible Bidders upon determination of Shortlisted Bidders the from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (P 5,000.00)
5. The BAC shall draw up the short list of consultants from those who have submitted eligibility documents and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:
 - 1) *Experience of the Consultant – 50%;*
 - 2) *Qualification of Personnel – 40%; and*
 - 3) *Job Capacity – 10%*
6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. NPC shall evaluate bids using the **Quality-Cost Based Evaluation/Selection (QCBE/S)** procedure. NPC shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instruction to Bidders.
8. The contract shall be completed within **SIXTY (60) Calendar Days**.
9. NPC reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders
10. For further information, please refer to:
**Bids and Contracts Services Division,
Logistics Department**
Gabriel Y. Itchon Building
Senator Miriam P. Defensor-Santiago Ave. (formerly BIR Road)
Cor. Quezon Ave., Diliman, Quezon City, 1100
Tel Nos.: Tel Nos.: 8921-3541 local 5564/5713
Email: bcsd@napocor.gov.ph /
11. You may visit the following websites:

For downloading of Bidding Documents: <https://www.napocor.gov.ph/bcsd/bids.php>



ATTY. MELCHOR P. RIDULME
Sr. Vice President & COO and
Chairman, Bids and Awards Committee

SECTION II

ELIGIBILITY GUIDELINES

SECTION II – ELIGIBILITY GUIDELINES

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SECTION II – ELIGIBILITY GUIDELINES

1. ELIGIBILITY CRITERIA

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

2. ELIGIBILITY REQUIREMENTS

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

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

(ii) Technical Documents

- (iii) 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:

- (iii.1) the name and location of the contract;

- (iii.2) date of award of the contract;

- (iii.3) type and brief description of consulting services;

- (iii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)

- (iii.5) amount of contract;

- (iii.6) contract duration; and

- (iii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;

- (iv) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

- (b) Class "B" Document –

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

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

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

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

3. **FORMAT AND SIGNING OF ELIGIBILITY DOCUMENTS**

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

4. **SEALING AND MARKING OF ELIGIBILITY DOCUMENTS**

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (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 5. 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.

- 8.5. A prospective bidder determined as "ineligible" has three (3) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided,

further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.

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

SECTION III – ELIGIBILITY DATA SHEET

Eligibility Documents	
1.2	The Consultant shall be tasked to provide technical knowledge and expertise in the investigation and assessment of the structural integrity of Buildings.
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the Fifteen (15) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(iv.7)	Acceptable proof of satisfactory completion of completed contracts: 1. Certificate of Completion 2. Certificate of Acceptance
4.2	<p>Each Bidder shall submit Two (2) copies of its Eligibility Documents, marked Original and photocopy. Only the original copy will be read and considered for the bid.</p> <p>Any misplaced document outside of the Original copy will not be considered. The photocopy is <u>ONLY FOR REFERENCE</u>.</p> <p>The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.</p> <p>If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.</p> <p>Bidders must also comply with the following Disclaimer and Data Privacy Notice:</p> <p>All bid submissions and related correspondences are confidential and for viewing only by the intended recipient/s. Any unauthorized access to review, reproduce, or disseminate the information contained therein is strictly prohibited. The National Power Corporation (NAPOCOR) does not guarantee the security of any information electronically transmitted.</p> <p>Bid submissions and related correspondences may contain personal and sensitive personal information, and are subject to the Data Privacy Act of 2012, its implementing rules, regulations and issuances of the National Privacy Commission of the Philippines (“Privacy Laws”). By viewing, using, storing, sharing and disposing (collectively “Processing”), such bids submissions and correspondences, you agree to comply with the Privacy Laws. By responding to correspondence, you consent to the</p>

	<p>submission/reply in accordance with NAPOCOR's Personal Data Privacy Policy which you can find at http://www.napocor.gov.ph.</p> <p>To report any privacy issue, contact the Data Privacy Officer at dpo@napocor.gov.ph.</p> <p>NAPOCOR is not liable for the proper and complete transmission of the information contained in bid submission/correspondences nor for any delay in its receipt.</p>												
4.3 (c)	<p style="text-align: center;">BIDS AND AWARDS COMMITTEE</p> <p style="text-align: center;">Attention:</p> <p style="text-align: center;">ATTY. MELCHOR P. RIDULME Senior Vice President and Chief Operating Officer Chairman, Bids and Awards Committee</p>												
4.3 (d)	<p>CONSULTANCY SERVICES FOR THE INVESTIGATION OF STRUCTURAL INTEGRITY OF MINGEN BUILDING (PR NO. MG-ADM24-005)</p>												
5	<p>The address for submission of Eligibility Documents is:</p> <p>Office : Bids and Contracts Services Division (BCSD) Address : Gabriel Y. Itchon Building National Power Corporation Sen. Miriam P. Defensor-Santiago Avenue (formerly BIR Road) cor. Quezon Avenue, Diliman, Quezon City Philippines 1100</p> <p>Tel Nos. : 8924-52-11 and 8921-3541 Loc. 5564 Tel/Fax No. : 8922-16-22 Email : bcsd@napocor.gov.ph</p> <p>The deadline for submission and opening of Eligibility Document is <u>stated in the Request for Expression of Interest</u>.</p>												
8.1	<p>The place, date and time of opening of eligibility documents are stated in the Request for Expression of Interest.</p>												
9.1	<p>Bidder's experience/track record must be at least ten (10) years and must have completed a project that involves investigation and assessment of the structural integrity of Buildings.</p>												
9.2	<p>CRITERIA AND RATING SYSTEM FOR SHORTLISTING:</p> <p>The following set of criteria and rating system for short-listing of Consultants shall apply:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">ITEM</th> <th style="width: 10%;">WEIGHT</th> <th style="width: 10%;">RATING</th> <th style="width: 20%;">SCORE</th> </tr> </thead> <tbody> <tr> <td>I. APPLICABLE EXPERIENCE</td> <td style="text-align: center;">50%</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">- Completed consulting services of size, complexity and technical specialty comparable to the job under consideration, including the quality of performance</td> <td style="text-align: center;">(30%)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>	ITEM	WEIGHT	RATING	SCORE	I. APPLICABLE EXPERIENCE	50%			- Completed consulting services of size, complexity and technical specialty comparable to the job under consideration, including the quality of performance	(30%)	_____	_____
ITEM	WEIGHT	RATING	SCORE										
I. APPLICABLE EXPERIENCE	50%												
- Completed consulting services of size, complexity and technical specialty comparable to the job under consideration, including the quality of performance	(30%)	_____	_____										

	- Other completed consulting services contracts related to the job under consideration	(20%)	_____	_____
	II. QUALIFICATION OF PERSONNEL	40%		
	- Qualification of Team Leader that may be assigned to the job (Team Leader's Qualification/ Experience)	(20%)	_____	_____
	- Qualification of other key personnel that may be assigned to the job (Key Personnel's Qualification/ Experience) <i>Note: The Consultant's Team that shall provide the required services shall include the experts specified in Section IV – Highlights of the Contract</i>	(20%)	_____	_____
	III. JOB CAPACITY	10%	_____	_____
	TOTAL POINTS	100%	_____	_____
	<ul style="list-style-type: none"> • "Applicable Experience" pertains to the Consultant and associates in case of joint ventures, considering both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other Consultants; • "Qualification of Personnel" pertains to the personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; The said key personnel must either be employed by the Consultant or contracted by the Consultant to be employed for the contract to be bid. The key personnel proposed by the eligible and shortlisted Consultant, which were evaluated to be complying during the Eligibility Screening Process shall not be replaced and must be the same professional staff in Technical Proposal during the bid submission and contract implementation. Any proposed changes/replacement of said personnel may be allowed on meritorious reasons subject to validation and prior approval by NPC; and • "Job Capacity" means the absorptive capacity of the Applicant Firm to do additional works other than those currently being undertaken. <p>The "Rating" multiplied by their respective "Weights" gives the weighted "Scores". These are added to determine the total points for the Applicant. The Applicants shall then be ranked according to their "Total Points" wherein the top five (5) shall be considered as the "short list" and qualify them to bid for the contemplated contract. Further, Applicants must have a minimum weighted score of "SEVENTY (70) POINTS" to qualify for short listing.</p> <p>Only "SHORT LISTED" Applicants shall be allowed to purchase the Bidding Document for this contract.</p>			

SECTION IV

**HIGHLIGHTS OF THE
CONTRACT**

SECTION IV – HIGHLIGHTS OF THE CONTRACT

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SECTION IV – HIGHLIGHTS OF THE CONTRACT

1. OVERVIEW

The existing building of National Power Corporation - Mindanao Generation in Brgy. Maria Cristina, Iligan City, serves as the operational hub for the Agus-Pulangi Hydroelectric Power Plants.

The National Power Corporation – Mindanao Generation has allocated the sum of One Million One Hundred Thousand Pesos (Php1,100,000.00), inclusive of taxes being the Approved Budget for the Contract (ABC) to procure the consultancy services of the project: Consultancy for the Investigation of Structural Integrity of MinGen Building.

The "Consultancy for the Investigation of Structural Integrity of MinGen Building" shall be conducted on the 2-storey Building with roof deck and one basement, to determine the present condition of its structural members and to comply with the latest version of the National Structural Code of the Philippines (NSCP) considering that the structure was built more than fifty (50) years ago.

2. OBJECTIVE

To conduct a comprehensive structural assessment and investigation in accordance with the latest National Structural Code of the Philippines. If the structure is found non-compliant, develop a retrofitting scheme and provide a cost estimate for the implementation of the retrofitting measures.

3. SCOPE OF WORKS

The contemplated consulting services for the Consultancy for the Investigation of Structural Integrity of MinGen Building shall be implemented under the supervision and guidance of NPC's Mindanao Generation group.

The scope of the Consultant's services shall include, but not limited to, the following major activities:

1. Attend preliminary meetings for the initial building assessment and investigation of the MinGen Headquarters Building Structure.
2. The Consultant shall undertake the site inspection of the entire building and record all structural and non-structural damages inclusive of column settlements, ground settlement and possible movements, if any. All columns, shear walls, beams and girders, walls and floor slabs of the entire building shall be inspected.
3. The Consultant shall take photographs of the present state of existing structure, focusing on visible defects, signs of distress or deflection, and properly record the extent of damages either temperature, minimal cracks and/or major damages that will be referred to during the stage of the development of the recommendation for structural strengthening and retrofitting works. Any observed cracks or deflections on structural and non-structural elements, and structural modifications on the building will be mapped.
4. Prior to the opening of the ceiling, floor finishes and other architectural treatment of the existing building, the Consultant shall coordinate with the

NPC for the method of temporary displacing any architectural finishes for possible reinstallation. Further, the Consultant shall coordinate with the NPC authorized representative with regards to the scheduling of work to minimize, if not eliminate, any disturbance to the building occupants. As much as possible, work will be scheduled after office hours and during weekends, and/or holidays.

5. Field measurements of structural members shall be done for the purpose of preparing the structural as-built drawings.
6. Preparation and submission of as-built drawings in CAD format (soft copy/ original and hard copy) of the 2-storey building with roof deck and one basement.
7. In the preparation of the as-built drawings of its structural members, an exploratory investigation shall be conducted on the structural members like footing beams, columns, slabs, shear walls, roof support, etc. to include random testing of re-bars.
8. Conduct actual site measurements of the structural members, site investigation/inspection to determine present physical condition of the building. This will focus on observing signs of damages or structural distress to the structural elements which may be attributed to recent earthquakes, age of the building, etc.
9. Non-destructive/destructive test of actual structural members shall be and but not limited to:
 - a) Testing of actual structural strengths of columns, beam, slab, footings; Rebound hammer test shall be performed for every column and main girders and cantilevers per floors;
 - b) Rebar scanning shall be performed on every column, beams, slab and footings.
 - c) Extraction and testing of actual core samples for slabs, columns, beams/girders and footings.
 - d) Extraction and testing of rebar at selected structural members.
10. The Consultant shall conduct geotechnical investigation of at least two (2) boreholes to determine the soil bearing capacity, liquefaction potential and settlement.
11. The Consultant shall undertake the structural engineering design analysis using the latest computer software for the vertical and earthquake loads based on the latest NSCP as well as other latest applicable international code of practice.
12. With the structural design analysis, the Consultant shall also undertake the checking of design capacities of all major structural elements such as, but not limited to, columns, beams/girders, slabs, footings and shear walls, so as to assure structural adequacy and safety to resist earthquake load based on internationally accepted design philosophies and standards.
13. Upon finalization of the updated detailed engineering design plans for the strengthening/retrofitting works for the project building, the Consultant shall

prepare the bid/construction drawings, bill of quantities, cost estimates, technical specifications, and procurement documents involved thereto.

14. Relative to the assessment made, the Consultant shall prepare its recommended mitigating/ retrofitting measures as necessary. The Consultant shall assume full responsibility on the services rendered all throughout the duration of the services.
15. Prepare a complete and detailed structural analysis, assessment and investigation report of the existing buildings in accordance with the latest NSCP and the National Building Code of the Philippines, performed, signed and sealed, by qualified structural engineer/s. The analysis and assessment shall:
 - a) Consider the climatic and geological conditions of the site;
 - b) Generally based on the latest edition of the NSCP;
 - c) Be based on the documents/data provided but not limited to the following:
 - i. As-built plans;
 - ii. Complete set of approved and detailed architectural floor plans and elevations;
 - iii. Other documents/ data as maybe justifiably required and deemed necessary.
 - d) Consider economical design concept of retrofitting is necessary.
17. Structural Investigation/Analysis including Retrofitting Design (if found necessary) and other structural related reports and recommendation prepared in accordance with the latest National Structural Code of the Philippines as well as other latest applicable international codes with duly signed and sealed by a qualified Structural Engineer
18. The consultant shall also submit Plan of Approach, methodology, Gantt chart and S-curve for NPC's approval.

4. PROJECTED OUTPUT

The Consultant shall submit reports and documents for the project that includes but not limited to the following:

a. As-Built Structural Drawings	-	One (1) original copy (A1 size) to be submitted not later than the first fifteen (15) days of the services. Two (2) duplicates (A3 size) of the approved original copy
b. Contract Drawings (for the strengthening/retrofitting works, including repair works, if any)		
i. Preliminary Engineering Plans and Reports	-	Two (2) sets of Plans (A3 Size) and Reports (A4 size) not later than the first fifteen (15) days of the service
ii. Draft Final Design Plans and Reports	-	Two (2) sets of Plans (A1 size) to be submitted at the end of the first month of the service
iii. Final Design Plans and	-	Two (2) original copy (A1 size) to

Reports		be submitted ten (10) days before the end of the duration of the Service Three (3) duplicates (A3 size) of the approved original copy
c. Structural Assessment Report	-	Three (3) copies to be submitted simultaneously with the Preliminary Engineering Plans and Reports
d. Structural Engineering Design Report	-	Three (3) draft copies to be submitted simultaneously with the Draft Final Design Plans and Reports Five (5) final copies to be submitted simultaneously with the Final Design Plans and Reports
e. Bidding Documents	-	Three (3) draft copies to be submitted within forty (40) days after commencement of services Five (5) final copies to be submitted simultaneously with the Final Design Plans and Drawings
f. Quantity Calculations and Unit Price Analysis	-	Three (3) draft copies to be submitted simultaneously with the draft Bidding Documents Five (5) final copies to be submitted simultaneously with the Final Design Plans and Drawings
g. Cost Estimates	-	Three (3) draft copies to be submitted simultaneously with the draft Bidding Documents Five (5) final copies to be submitted simultaneously with the Final Design Plans and Drawings
h. Technical Specifications <i>Technical Specifications consist of DPWH Standard Specifications and if necessary, Special Provisions for specific items of work or methods of construction, measurement and payment which are not covered by the DPWH Standard Specifications</i>	-	Three (3) draft copies to be submitted simultaneously with the draft Bidding Documents Five (5) final copies to be submitted simultaneously with the Final Design Plans and Drawings
i. Inception Report <i>The Inception Report shall present the details of Consultant personnel mobilization, required technical surveys, non-destructive / destructive tests, investigations and implementation strategies for carrying the consulting services</i>	-	Three (3) copies to be submitted within five (5) days after commencement of services
j. Draft Final Report		Three (3) copies and presented to NPC not later than ten (10) days

<p><i>The Draft Final Report shall contain concise but comprehensive discussions of what transpires during the course of the project, including the findings and recommendations anchored on the structural design analyses and results of the various testing conducted on the existing structure.</i></p>		<p>prior to the expiry of the Contract. Within 7 days from the date of submission of the report, NPC shall make their comments to the said report that shall be the basis for adjustments, if necessary, in the preparation of the Final Report.</p>
<p>k. Final Report</p> <p><i>The Final Report shall be comprised of an Executive Summary, Main Report and the Technical Report, as discussed hereunder:</i></p> <p><i>Executive Summary – containing brief discussions, highlights, and conclusions/recommendations relative to the Consultant's structural evaluation/assessment of NPC-MinGen Building.</i></p> <p><i>Main Report – shall contain the information relative to the conduct of detailed engineering. Patterned after the draft final report, it shall include revisions and adjustments, if any, from the draft final report.</i></p> <p><i>The volume of the report shall contain, among others, general discussions on the following:</i></p> <ul style="list-style-type: none"> <i>-inspection report/assessment of the building;</i> <i>-comments to the original design criteria and the existing/available data and information;</i> <i>-schematic plans/layouts and description of the various measures/alternatives developed;</i> <i>-basic design assumptions;</i> <i>-general considerations and criteria used in the adoption of the retrofitting scheme;</i> <i>-plans and layouts of the scheme;</i> <i>-description of specialized construction materials, if any; and</i> <i>-implementation schedule, project cost estimates and price analyses and projected cash flow.</i> 	-	<p>Three (3) copies to be submitted at the end of the Services</p>

<p><i>Technical Report – shall consist of technical documents, including drawings/layouts, technical specifications, implementation schedule and quantity/cost estimates, necessary to prepare the Tender Documents for the possible building retrofitting project.</i></p> <p><i>The technical report shall contain complete description of the works that shall include, but not limited to, the following information:</i></p> <ul style="list-style-type: none"> <i>-Work Scope and extent of the project;</i> <i>-Complete and detailed drawings/plans, as prepared in accordance with applicable latest standards;</i> <i>-Quantities, including detailed computations, of each work items of the project;</i> <i>-Unit Prices of each work items, which shall be prepared based on reasonable approved current prices as projected over the proposed implementation period and shall be supported by detailed computations;</i> <i>-Detailed work plans/schedule of activities, including the proposed PERT/CPM and projected cash flow;</i> <i>-Technical Specifications that specifically outlines the terms of the works, methodologies, measurement, and payment, which are not covered by standard construction and material specifications being adopted by NPC; and</i> <i>-Requirements for Construction Safety and Health Program.</i> 	
<p>I. Electronic-files/soft copy</p> <p><i>Containing all the documents related to the project, including Microsoft Office files (Word, Excel, PowerPoint, etc.), PDF Files, CADD Files, and Structural Engineering software files. This</i></p>	<p>Shall be submitted at the end of the services</p>

<i>will allow NPC to edit or revise the files as needed in the preparation of the Bid/Tender Documents for the possible retrofitting project.</i>		
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Other reports that may be required to address specific issues arising within the duration of services shall be prepared and submitted by the Consultant.

5. RECOMMENDED PERSONNEL

The consultancy for the investigation of the structural integrity of the Mingen Building shall be carried out by a team of registered professionals, experienced multi-disciplinary specialists. This team should demonstrate expertise in structural engineering design, seismic analysis, geotechnical investigation, structural performance analysis, safety evaluation, construction methods, structural retrofitting/rehabilitation works, disaster mitigation, and project management, among others.

The Consultant's Team shall be composed of the following Key Personnel:

- One (1) – Team Leader/Project Manager/Structural Engineer
- One (1) – Senior Geotechnical Engineer
- One (1) – Cost/Specification/Quantity Engineer

For the duration of the services, the Consultant shall maintain a minimum, as necessary, various key technical and support staff as follows:

- One (1) – Hammer Test Technician
- One (1) – Rebar Scanning Technician
- One (1) – Cad Operator

The above lists are NPC's minimum recommended personnel. Depending on the Consultant's need, methodology, work plan and manning schedule, the Consultant may opt to add experts or include other support personnel not included in the list if deemed necessary for the completion of the services.

6. CONTRACT COST AND DURATION

The estimated cost of the consulting services amounts to One Million One Hundred Thousand pesos (P1,100,000). This estimated cost covers the remuneration of the Consultant's key and support staffs and other out-of-pocket expenditures that include per diems and various transportation costs, field and office supplies, printing/reproduction, communication, and other miscellaneous expenses necessary to complete the services.

The herein contemplated consultancy project shall be carried-out over a period of **Sixty (60)** calendar days from the effectivity of the Contract, highlighted by the following milestones:

- Preparation and submission of Inception Report within five (5) calendar days from the effectivity of the Contract;
- Preparation and submission of Draft Final Report not later than ten (10) calendar days prior to the expiration of the Contract; and
- Preparation and submission of the Final Report on or before the expiration of the Contract.

It shall be the Consultant's responsibility to formulate appropriate work program, manning schedule and activity matrix for its personnel that they intend to implement for the completion of the services.

7. MODE OF PAYMENT

Payment for the consulting services rendered shall be made based on project milestones and output as follows:

- Advance Payment - 15% of total contract cost upon submission of Inception Report
- 1st Milestone Payment - 25% of total contract cost less ½ of the approved advance payment upon submission of Inception Report
- 2nd Milestone Payment - 25% of total contract cost less ½ of the approved advance payment upon submission of Draft Final Report
- 3rd Milestone/Final Payment - 50% of total contract cost upon submission of Final Report

SECTION V

ELIGIBILITY FORMS



ELIGIBILITY DOCUMENT SUBMISSION FORM¹

[Date]

NATIONAL POWER CORPORATION

Gabriel Y. Itchon Building, Senator Miriam P.
Defensor-Santiago Avenue, Diliman 1100
Quezon City, Metro Manila

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [insert date] for Consulting Services for the **CONSULTANCY FOR THE INVESTIGATION OF STRUCTURAL INTEGRITY OF MINGEN BUILDING (PR No. MG-ADM24-005)**, [Name of Consultant] hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- 1) [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 that each of the documents submitted; and
- 2) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

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

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

¹ Use Applicant's letterhead.

ES Form 1 - STATEMENT OF COMPLETED CONSULTANCY CONTRACTS

Date: _____

THE PRESIDENT
National Power Corporation

Contract : _____
Consultant : _____
Address : _____

The undersigned, duly authorized representative of the Applicant, for and in behalf of the Applicant hereby submit this statement of completed consultancy contracts in relation with Application to Eligibility and to Bid for the subject contract to be bid. That personally, and for and in behalf of the Applicant, I certify that the following contracts have been completed by the Applicant in at least the period specified in the Eligibility Data Sheets, and all documents and statements submitted herewith are genuine and authentic, and all information stated thereat are complete, true and correct (use ES Form 2 for details of completed contracts).

Contract Code/ No.	Title of Completed Consultancy Contracts (for the last 15 years)
<i>(Use other sheet if necessary)</i>	

That, if upon verification, there are misrepresentation of facts and fictitious documents submitted therewith, material for eligibility, such shall be sufficient ground for ineligibility, and inclusion of my/our company among the Consultants blacklisted from participating in future bidding of National Power Corporation.

Very truly yours,

Name and Signature of Representative : _____
Designation : _____

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]



ES Form 2 – DETAILS OF COMPLETED CONSULTANCY CONTRACTS²

Name of Applicant or partner of joint venture:

Use a separate sheet for each contract (each member of the joint venture should provide this information).

1.	Contract Code:				
	Contract Title/Name:				
	Location:				
2.	Name of Owner:				
	Address of Owner:				
3.	Nature of Works & Percentage (refer to scope of works in contract documents):				
	Nature of Works		Percentage	Nature of Works	
	1.			6.	
	2.			7.	
	3.			8.	
	4.			9.	
	5.			10.	
4.	Consultant's Role (check one):				
	Sole Consultant		Partnership		
5.	Date of Award:				
	Total Contract Amount at Award (indicate currency):				
6.	Date of Completion:		Contract Duration:		
			_____ years _____ months _____ days		
	Total Contract Amount at Completion (indicate currency):				
7.	Other relevant information (highlights of the contract):				
Attachment(s):		Signature of Bidder : _____			
- Certificate (or any proof) of Completion		Name of Bidder : _____			
		Designation : _____			
		Date : _____			
		Page ____ of ____			

² Indicate only the Consultant's projects that are listed in ES Form 1



ES Form 4 – DETAILS OF ONGOING CONSULTANCY CONTRACTS

Name of Applicant or partner of joint venture:

Use a separate sheet for each contract (each member of the joint venture should provide this information).

1.	Contract Code:		
	Contract Title/Name:		
	Location:		
2.	Name of Owner:		
	Address of Owner:		
3.	Nature of Works & Percentage (refer to scope of works in contract documents):		
	Nature of Works	Percentage	Nature of Works
			Percentage
	1.		6.
	2.		7.
	3.		8.
	4.		9.
	5.		10.
4.	Consultant's Role (check one):		
	Sole Consultant	Partnership	Joint Venture/Consortium
5.	Date of Award:		
	Total Contract Amount at Award (indicate currency):		
6.	Percentage of Accomplishments:	of Planned	Percentage of Actual Accomplishment:
7.	Amount of Outstanding Works (indicate currency):		
	Estimated Completion Time:		
	_____ years	_____ months	_____ days
	Other relevant information (highlights of the contract):		
Attachment(s):		Signature of Bidder : _____	
- Notice of Award and/or Notice to Proceed		Name of Bidder : _____	
		Designation : _____	
		Date : _____	
		Page ____ of ____	



ES Form 5 – STATEMENT THAT CONSULTANT HAS KEY PERSONNEL

Date: _____

THE PRESIDENT
National Power Corporation

Contract : _____
Consultant : _____
Address : _____

The undersigned duly authorized representative of the Applicant, for and in behalf of the Applicant hereby submit this statement that Consultant has key personnel in relation with the Application to Eligibility and to Bid for the subject contract to be bid. That personally, and for and in behalf of the Applicant, I certify that the following personnel are registered professionals authorized by appropriate regulatory body to practice their professions and allied professions, may be used for the contract to be bid and all documents and statements submitted herewith are genuine and authentic, and all information stated thereat are complete, true and correct.

Number Required/Designation	Name of Personnel ³
<i>(Use other sheet if necessary)</i>	

That, if upon verification, there are misrepresentation of facts and fictitious documents submitted therewith, material for eligibility, such shall be sufficient ground for ineligibility, and inclusion of my/our company among the Consultants blacklisted from participating in future bidding of National Power Corporation.

Very truly yours,

Name and Signature of Representative : _____
Designation : _____

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

³ Attach Curriculum Vitae of proposed personnel to be assigned to the project using ES Form 6.



ES Form 6 – CURRICULUM VITAE OF PROPOSED KEY PERSONNEL

Proposed Position: _____
Name of Firm: _____
Name of Staff: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____
Nationality: _____
Membership in Professional Societies: _____

KEY QUALIFICATIONS:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

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.]

EMPLOYMENT RECORD:

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

LANGUAGES:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of firm] Date: _____
[Day/Month/Year]

Full name of staff member: _____

Full name of authorized representative: _____

CONSULTANT'S PRE-QUALIFICATION STATEMENTS

Sheet 1 of 3

CONSULTANT	Year Established	Country	Type of Organization			
			Indiv.	Part.	Corp.	Other
1. NAME						
2. AFFILIATED FIRM						
3. HOME OFFICE/BUSINESS ADDRESS / TEL. NOS. / CABLE ADDRESS						
4. FORMER CONSULTANT'S NAME & YEAR ESTABLISHED FIRM OWNERSHIP (if applicable)						
5. NARRATIVE DESCRIPTION OF FIRM (use other sheet if necessary)						
6. PARTNERS, DIRECTORS, OFFICERS, KEY PERSONNEL OF FIRM						
NAME AND TITLE		DEGREE(S)		YEARS WITH FIRM		AGE
(add curriculum vitae showing experience, professional affiliation and language capability)						
7. NAMES OF NOT MORE THAN TWO (2) PRINCIPALS TO CONTACT (indicate title and telephone number)						
8. NUMBER OF PERSONNEL IN PRESENT ORGANIZATION						
DISCIPLINE					NUMBER	
PRINCIPAL						
KEY TECHNICAL						
a. Civil Engineers						
b. Structural Engineers						
c. Electrical Engineers						
d. Mechanical Engineers						
e. Architects						
f. Economists						
g. Others: (specify)						

SUPPORT TECHNICAL						

ADMINISTRATIVE						

8a. ANNUAL VOLUME OF GROSS FEES				8b. FINANCIAL RATING OR BANK REFERENCE		
8c. RANGES OF PROFESSIONAL FEE INDEX						
1. Less than ₱ 100,000		5. ₱ 1 million to ₱ 2 million				
2. ₱ 100,000 to ₱ 250,000		6. ₱ 2 million to ₱ 5 million				
3. ₱ 250,000 to ₱ 500,000		7. ₱ 5 million to ₱ 10 million				
4. ₱ 500,000 to ₱ 1 million		8. ₱ 10 million or greater				

9. FIELDS OF SPECIALIZATION AND TYPES OF SERVICES

FIELDS OF SPECIALIZATION	TYPES OF SERVICES				
	A	B	C	D	E
1. Engineering 2. Architecture 3. Finance 4. Management 5. Agriculture 6. Law 7. Others (please specify)					
A – Advisory and Review Services B – Pre-Investment of Feasibility Studies C – Design D – Construction Supervision E – Other Technical Services or Special Studies					

10. PROJECTS HANDLED BY THE CONSULTANT FOR THE LAST FIVE (5) YEARS

PROJECT NAME / YEAR (state if Prime Consultant or Joint Venture)	SERVICE RENDERED	CLIENT	INDEX FEE

11. TYPICAL PROJECTS FOR WHICH CONSULTING SERVICES HAVE BEEN FURNISHED/PROVIDED BY THE CONSULTANT (reference sheets may be submitted for as many projects as desired)

NAME OF OVERALL PROJECT _____

LOCATION OF OVERALL PROJECT _____

CONSULTANT'S LEVEL OF EFFORT _____
(CONSULTANT'S FEE)

OWNER'S NAME AND ADDRESS _____

YEAR SERVICES COMPLETED _____
(indicate if estimated or actual)

ASSOCIATED FIRMS _____

DESCRIPTION OF PROJECT

DESCRIPTION OF SERVICE FIRM PROVIDED

LIST TYPES OF SERVICES FOR ASSOCIATED ASPECTS OF OVERALL PROJECTS



LIST OF EQUIPMENT, INSTRUMENT AND VEHICLES OF CONSULTANT (OWNED AND LEASED), if applicable		
NAME	COST	DATE PURCHASED OR LEASED

I certify that the information in the above prequalification forms are true to the best of my knowledge.

(Name and Signature of Representative)

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

CHECKLIST OF ELIGIBILITY DOCUMENT

1. Eligibility Submission
 - ✓ Eligibility Document Submission Form (in applicant's letterhead)
2. Class "A" Documents:
 - a) Legal Documents
 - ✓ PhilGEPS Certificate of Registration (Platinum Membership)
 - b) Technical Documents
 - ✓ Statement of Completed Contracts (for the last 15 years) – ES Form 1 and 2, supported with Certificate (or any proof) of Completion
 - ✓ Statement of Ongoing Contracts – ES Form 3 and 4, supported with Notice of Award and/or Notice to Proceed
 - ✓ Statement that Consultant has Key Personnel (to be assigned to the project) – ES Form 5
 - ✓ Curriculum Vitae of the Proposed Key Personnel – ES Form 6
 - ✓ Consultant's Pre-Qualification Statements
3. Class "B" Document
 - ✓ JVA, if applicable.