

Annex A

Evaluation Criteria for Shortlisting of Consultants (Quality Based Evaluation) GUIDELINES FOR SHORTLISTING AND BID EVALUATION FOR THE CONSULTANCY FIRM FOR LOCALLY-FUNDED INFRASTRUCTURE PROJECTS

Criteria for Shortlisting

The following criteria and their corresponding maximum points shall be used in the shortlisting of consultancy firms;

Criteria	Maximum Points								
<p>1. Experience of the Consultancy Firm</p> <p>The Consultancy Firm must have satisfactorily completed the detailed architectural and engineering design plans of a retrofitting project with an Approved Construction Cost (ACC) of at least One Billion Pesos. The grading shall be as follows.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Approved Construction Cost (ACC) of the Retrofitting Project</th> <th style="text-align: center;">Points</th> </tr> </thead> <tbody> <tr> <td>PhP 1.5 B and above</td> <td style="text-align: center;">30</td> </tr> <tr> <td>PhP 1 B and above but less than PhP 1.5 B</td> <td style="text-align: center;">20</td> </tr> <tr> <td>PhP 500 M and above but less than PhP 1 B</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	Approved Construction Cost (ACC) of the Retrofitting Project	Points	PhP 1.5 B and above	30	PhP 1 B and above but less than PhP 1.5 B	20	PhP 500 M and above but less than PhP 1 B	10	30
Approved Construction Cost (ACC) of the Retrofitting Project	Points								
PhP 1.5 B and above	30								
PhP 1 B and above but less than PhP 1.5 B	20								
PhP 500 M and above but less than PhP 1 B	10								
<p>International Experience</p> <p>The Consultancy Firm must ideally have a mix of both local and international experience as evidenced by Certificates of Completion or similar documents.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Design Experience of the Firm</th> <th style="text-align: center;">Points</th> </tr> </thead> <tbody> <tr> <td>Consultancy Firm has both local and international design experience</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Consultancy Firm has local experience only</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Design Experience of the Firm	Points	Consultancy Firm has both local and international design experience	5	Consultancy Firm has local experience only	0	5		
Design Experience of the Firm	Points								
Consultancy Firm has both local and international design experience	5								
Consultancy Firm has local experience only	0								

2. Certification of the Consultancy Firm

The Consultancy Firm must ideally be certified by the Professional Regulation Commission (PRC) as engaged in Environmental Planning Practice. The grading shall be as follows:

Certification of the Consultancy Firm	Points
Consultancy Firm is Certified by the PRC as Engaged in Environmental Planning Practice	5
Consultancy Firm is not Certified by the PRC as Engaged in Environmental Planning Practice	0

5

3. Qualifications of Principals and Key Personnel of the Consultancy Firm

The Principals and Key personnel of the Consultancy Firm will be rated accordingly.

Note: A Bidder who is not able to provide all principal or key personnel of the Consultancy Firm as required herein shall automatically be disqualified.

Principal Architect

Years of Experience as an Architect	Points
31 years and above	2.5
21 years to 30 years	2
15 years to 20 years	1.5

Years of Experience as an Environmental Planner	Points
21 years and above	2.5
16 years to 20 years	2
10 years to 15 years	1.5

Years of Experience in the Design of Office Buildings and/or Project Management of Design Contracts	Points
31 years and above	5
21 years to 30 years	4
15 years to 20 years	3

10

Project Manager		7
Years of Experience as an Architect	Points	
21 and above	2	
16 years to 20 years	1.5	
10 years to 15 years	1	
Years of Experience in the Design of Office Buildings and/or Project Management of Design Contracts	Points	
21 and above	5	
16 years to 20 years	4	
10 years to 15 years	3	
Quantity Surveyor/Estimator		3
Years of Experience as a Civil Engineer	Points	
16 years and above	1.5	
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Years of Experience as Quantity Surveyor	Points	
16 years and above	1.5	
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Structural Design Engineer		
Years of Experience as a Civil Engineer	Points	
16 years and above	1.5	
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Years as Regular ASEP Member	Points	

11 years and above	1.5	
6 years to 10 years	1.0	
1 year to 5 years	0.5	
Architectural Designer		
Years of Experience as an Architect	Points	
16 years and above	1.5	3
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Years of Experience in the Design of Office Buildings		
Years of Experience in the Design of Office Buildings	Points	
16 years and above	1.5	
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Interior Designer		
Years of Experience as an Interior Designer	Points	
11 years and above	1.5	3
6 years to 10 years	1.0	
1 year to 5 years	0.5	
Years of Experience in the Design of Office Buildings		
Years of Experience in the Design of Office Buildings	Points	
11 years and above	1.5	
6 years to 10 years	1.0	
1 year to 5 years	0.5	
Mechanical and Fire Protection Design Engineer		
Years of Experience as a Professional	Points	3

Mechanical Engineer			
16 years and above	1.5		
11 years to 15 years	1.0		
5 years to 10 years	0.5		
Years of Experience in the Design of Office Buildings and/or Other Large Scale Facilities such as Factories and Plants			
16 years and above	1.5		
11 years to 15 years	1.0		
5 years to 10 years	0.5		
Professional Electrical Design Engineer			3
Years of Experience as a Professional Electrical Engineer			
16 years and above	1.5		
11 years to 15 years	1.0		
5 years to 10 years	0.5		
Years of Experience in the Design of Office Buildings and/or Other Large Scale Facilities such as Factories and Plants			
16 years and above	1.5		
11 years to 15 years	1.0		
5 years to 10 years	0.5		
Professional Electronics and Communications Design Engineer		3	
Years of Experience as a Professional Electronics and Communications Engineer			
16 years and above	1.5		

11 years to 15 years	1.0	
5 years to 10 years	0.5	
Years of Experience in the Design of Office Buildings and/or Other Large Scale Facilities such as Factories and Plants		
16 years and above	1.5	
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Geotechnical Engineer		
Years of Experience as a Civil Engineer	Points	
16 years and above	1.5	
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Years of Experience in the Preparation of Geotechnical Reports	Points	
16 years and above	1.5	
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Geodetic Engineer		3
Years of Experience as a Geodetic Engineer	Points	
16 years and above	1.5	
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Years of Experience in the Preparation of Geodetic Survey Plans including but not limited to Topographic Plans and Lot	Points	

Surveys		
16 years and above	1.5	
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Sanitary Engineer		
Years of Experience as a Sanitary Engineer		3
16 years and above	1.5	
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Years of Experience in the Preparation of Sanitation Plans for Office Buildings or Large Facilities such as Factories and Plants		
16 years and above	1.5	
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Master Plumber		
Years of Experience as a Master Plumber		3
16 years and above	1.5	
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Years of Experience in the Preparation of Water Supply and Drainage Plans for Office Buildings or Large Facilities such as Factories and Plants		
16 years and above	1.5	
11 years to 15 years	1.0	

5 years to 10 years	0.5	
Document Controller Specialist/ Project Coordinator		
Years of Experience as an Environmental Planner	Points	
16 years and above	2	
11 years to 15 years	1.5	
5 years to 10 years	1	
Years of Experience as a Librarian	Points	
16 years and above	1.5	5
11 years to 15 years	1.0	
5 years to 10 years	0.5	
Years of Experience in Project Coordination, Architecture, and/or Planning	Points	
9 years and above	1.5	
6 years to 8 years	1.0	
3 years to 5 years	0.5	
Specifications Writer		
Years of Experience as an Architect or Civil Engineer	Points	
16 years and above	1	2
11 years to 15 years	0.75	
5 years to 10 years	0.5	
Years of Experience in the Preparation of Technical Specifications for Office Buildings or Large Facilities such as	Points	

Factories and Plants		
16 years and above		1
11 years to 15 years		0.75
5 years to 10 years		0.5
BIM Specialist/CAD Operator		
Years of Experience as an Architect		Points
16 years and above		1.5
11 years to 15 years		1.0
5 years to 10 years		0.5
Years of Experience in the Preparation of BIM and/or CAD Drawings		Points
16 years and above		1.5
11 years to 15 years		1.0
5 years to 10 years		0.5
Total		100

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* The key personnel must meet the following minimum experience requirements:

Passing Total Score

To be eligible a Consultancy Firm must obtain a Minimum or Passing Total Score of 80%.