PHILIPPINE PORTS AUTHORITY
PPA Building, A. Bonifacio Drive, South Harbor, Port Area, Manila

SHORT-LISTING DOCUMENTS

Contract Name

CONSULTANCY SERVICES FOR THE CONDUCT OF FEASIBILITY STUDIES AND FORMULATION OF MASTER PLANS AT SELECTED PORTS

Contract Number

HO-CON-PPDD-26-0001

NAME AND ADDRESS OF
APPLICANT-FIRM/CONTRACTOR: _____

SHORT-LISTING DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated 01 October 2026 for Consultancy Services for the Conduct of Feasibility Studies and Formulation of Master Plans at Selected Ports, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short-listing for said Project and submits the attached short-listing documents in compliance with the Short-listing Documents therefor.

In line with this submission, we certify that:

a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government or foreign or international financing institution; and

b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

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

We further acknowledge that failure to sign this Short-listing Documents Submission Form shall be a ground for our disqualification.

Yours sincerely,
Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

1) Short-listing 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 or 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%), **subject to the latest foreign investment negative list.** 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 Joint Venture Agreement (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 **SDS**.

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 **SDS**.

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 eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. The following eligibility requirements, together with the Short-listing 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 of this Section for purposes of determining eligibility of prospective bidders:

a) PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR.

b) Statement 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 procurement project, within the relevant period provided in the **SDS which shall not exceed ten (10) years.** The statement shall include, for each contract, the following:

i) the name and location of the contract;
ii) date of award of the contract;
iii) type and brief description of Consulting Services;
iv) consultant's role (whether main consultant, or partner in a JV)
v) amount of contract;
vi) contract duration; and
vii) certificate of satisfactory completion or equivalent specified in the **SDS** issued by the client, in the case of a completed contract.

c) 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.

d) [*If applicable*] the JVA in case the joint venture is already in existence, or in the absence of a JVA, a duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

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 or 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, as defined in Section 20.9.2 of the IRR, except for countries identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

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. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with Filipino Consultants.

2.4 To facilitate the determination of eligibility, the BAC shall use the contents of the PhilGEPS electronic registry of manufacturers, suppliers, distributors, contractors, or consultants, in accordance with Section 20 of the IRR.

3) **Format and Signing of Short-listing Documents**

3.1 Prospective bidders shall submit their short-listing documents through their duly authorized representative on or before the deadline specified in Clause 5 of this Section.

3.2 The Short-listing 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 short-listing documents.

3.3 Any insertions, 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 Short-listing Documents**

4.1 Prospective bidders shall enclose their short-listing documents described in Clause 2.1, in a sealed envelope marked "SHORT-LISTING DOCUMENTS."

4.2 The short-listing documents as indicated in the **SDS** 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 **SDS**;
d) bear the specific identification of this Project indicated in the **SDS**; and
e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of short-listing documents, in accordance with Clause 5.

4.4 Unsealed or unmarked envelopes or short-listing documents that cannot be opened or corrupted in case of online submission, as required in the Bidding Documents, shall be rejected. However, for manually submitted envelopes that are not properly sealed and marked as required in the Bidding Documents, the same shall be accepted; Provided, that the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for misplacement of the contents of the short-listing documents, or for its premature opening.

5) **Deadline for Submission of Short-listing Documents**

Short-listing documents must be received by the Procuring Entity's BAC at the address indicated in the Request for Expression of Interest or through online submission on or before the date and time indicated in the **SDS.**

6) **Late Submission of Short-listing Documents**

Any short-listing documents submitted after the deadline for submission and receipt prescribed in Clause 5 of this Section 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 short-listing documents, the Bidder's name, its representative and the time the short-listing documents were submitted late.

7) **Modification and Withdrawal of Short-listing Documents**

7.1 The prospective bidder may modify its short-listing documents before the deadline for the submission and receipt of short-listing documents. For manual submission and receipt of short-listing documents, the prospective bidder shall not be allowed to retrieve its short-listing documents but shall be allowed to submit the modification to the short-listing documents equally sealed, properly identified, linked to its bid marked as "SHORT-LISTING 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. For online submission, where bidders modify their short-listing documents, they shall not be allowed to retrieve their short-listing documents but shall only be allowed to submit the short-listing modification

equally secured and properly identified, and it shall be labelled as a "modification" of the one previously submitted. The time indicated in the latest short-listing receipt page generated shall be the official time of submission. Short-listing documents submitted after the deadline shall not be accepted.

7.2 A prospective bidder may, in writing, withdraw its short-listing documents before the deadline for the submission and receipt of short-listing documents.

7.3 Short-listing 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 short-listing documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the short-listing 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 short-listing documents.

8) Opening and Preliminary Examination of Short-listing Documents

8.1 The BAC will open the envelopes containing the short-listing 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 **SDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

8.2 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 on the PhilGEPS website and the website of the Procuring Entity concerned.

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

8.4 The short-listing 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 short-listing documents vis-à-vis a check of the required documents.

8.5 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 short-listing document required, it 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, it shall be considered eligible to participate in the bidding, and the BAC shall mark the set of short-listing 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 short-listing 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 **SDS** 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 **SDS**.

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

Decisions of the Procuring Entity at any stage of the procurement process may be protested to the HoPE; Provided, That a prior request for reconsideration should have been filed by the party concerned to the BAC and the same has been resolved

Short-listing Data Sheet

Short-listing Documents	
1.2	Conduct of Feasibility Studies and Formulation of Master Plans.
1.3	No further instructions.
2.1 (b)	The statement of all ongoing and completed government and private contracts shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of short-listing documents.
2.1 (b) (vii)	Certificate of satisfactory completion of completed contracts (i.e. Certificate of Completion and Acceptance). The Consultant shall likewise submit, as applicable, photocopy of the valid Professional Regulation Commission's (PRC) License and current Professional Tax Receipt (PTR) of the personnel to be assigned to the project. The personnel pledged/assigned/committed in one project cannot be the same personnel pledged/assigned/committed in another PPA project. A personnel pledged/assigned/committed in one (1) PPA project cannot be the same personnel pledged/assigned/committed in another PPA project.
4.2	Each prospective bidder shall submit **ONE (1) original and SIX (6) copies** of their duly accomplished Short-listing Documents, **properly labeled, book bound and hard bound, stitched, with index tabs**. Screw-bound, ring-bound and combo-bound documents are not acceptable. Failure to comply with the said requirements shall be a ground for ineligibility.
4.3 (c)	Head Office Bids and Awards Committee for Engineering Projects and Consultancy Services (HO-BAC-EP-CON)
4.3 (d)	HO-CON-PPDD-26-0001
5	The address for submission of short-listing documents is: Bids and Awards Committee (BAC) Office 5th Floor, PPA Building, A. Bonifacio Drive South Harbor, Port Area, Manila The deadline for submission of short-listing documents is: 13 October 2026 at 2:00 p.m.
8.1	The place of opening of short-listing documents is: 7th Floor, PPA Building, A. Bonifacio Drive South Harbor, Port Area, Manila The date and time of opening of short-listing documents is:

	13 October 2026 at 2:00 p.m.
9.1	Similar contracts shall refer to contracts with the same categories of work.
9.2	Eligibility of prospective bidders shall be checked using a non-discretionary "pass/fail" criteria. Short-listing of eligible consultants will be done based on the following criteria: a. Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (50%). b. Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (30%); and c. Current workload relative to capacity (20%). Only five (5) eligible bidders shall make up the shortlist. All particulars relative to Eligibility Statements and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 12009 and its Implementing Rules and Regulations (IRR).

FORM I

STATEMENT OF ONGOING AND COMPLETED PROJECTS

List of Ongoing and Completed Government and Private Contracts, Including Contracts Awarded but not yet Started, if any, whether Similar or Not Similar in Nature and Complexity to the Contract to be Bid within the last FIVE (5) years prior to the deadline for the Submission and Receipt of Eligibility Documents

Name of Consultant : _____
Business Address : _____

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant' s Role	Amount of Contract	Contract Duration	Certificate of Satisfactory Completion or Equivalent Document Issued by the Client, in the case of a Completed Contract
1						
2						
3						
4						
5						
6						
7						
8						
9						

Attachments:
1. Notice of Award, Contract and Notice to Proceed issued by the Owner
2. Certificate of Satisfactory Completion of the Contract Issued by the Client

Submitted by:

Name of Representative of Bidder
Position
Date: _____

FORM II

STATEMENT ON CONSULTANT'S NATIONALITY AND CONFIRMATION AS REGISTERED PROFESSIONALS

[Date]

JAY DANIEL R. SANTIAGO
General Manager
Philippine Ports Authority
PPA Bldg., A. Bonifacio Drive, South Harbor, Port Area, Manila

Attention : The Chairperson
Bids and Awards Committee
BAC-EP-CON

Dear Sir:

In compliance with the requirements of the Philippine Ports Authority Bids and Awards Committee for Engineering Projects and Consultancy Services (BAC-EP-CON) for the bidding of the Consultancy Services for the Conduct of Feasibility Studies and Formulation of Master Plans at Selected Ports, we consultants (owners, principals, partners and key staff) hereby certify and confirm that:

- ☐ We are all Filipino citizens wishing to participate in the above-said bidding.
- ☐ We will actually perform the services as required and we are registered professionals authorized by the appropriate regulatory body to practice our professions and allied professions. Attached are our respective curriculum vitae
- ☐ We possess the required professional license issued by the Professional Regulation Commission or other appropriate regulatory body.

Very truly yours,

Name of Authorized Representative
Position
Name of the Consultant

FORM III

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between _____, of legal age, *(civil status)*, owner/proprietor of _____ and a resident of _____.

- and -

_____, of legal age, *(civil status)*, owner/proprietor of _____ a resident of _____.

THAT both parties agree to join together their manpower, equipment, and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the hereunder stated project to be conducted by the *Philippine Ports Authority*.

NAME OF PROJECT	CONTRACT AMOUNT
CONSULTANCY SERVICES FOR THE CONDUCT OF FEASIBILITY STUDIES AND FORMULATION OF MASTER PLANS AT SELECTED PORTS	₱41,906,555.00

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that _____ and/or _____ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Project until terminated by both parties.

Done this _____ day of _____, in the year of our Lord _____.

_____ _____

Signed in the presence of: _____ _____

(ACKNOWLEDGMENT)

H.O. BIDS AND AWARDS COMMITTEE – EP-CON
CHECKLIST OF ELIGIBILITY REQUIREMENTS
CONSULTANCY SERVICES FOR THE CONDUCT OF FEASIBILITY STUDIES AND FORMULATION OF MASTER PLANS AT SELECTED PORTS
CONTRACT NO.: HO-CON-PPDD-26-0001
13 October 2026 – Function Room, 7th Floor, 2:00 P.M.
Approved Budget for the Contract = **₱ 41,906,555.00**

PHILIPPINE PORTS AUTHORITY

CONSULTANTS			
1. PhilGEPS Certificate of Registration (Platinum Membership)			
2. Statement 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 procurement project, within five (5) years prior to the deadline for the submission and receipt of short-listing documents.			
3. 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, including their respective curriculum vitae			
a. Consultant's photocopy of the valid Professional Regulation Commission's (PRC) License and current Professional Tax Receipt (PTR) of the personnel to be assigned to the project, as applicable			
4. [If applicable] valid Joint Venture agreement (JVA), in case the joint venture is already in existence; or in the absence of a JVA, a duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.			
REMARKS:			