

**PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICE-ZAMBOANGA
PMO-ZAMBOANGA BIDS AND AWARDS COMMITTEE**



REQUEST FOR EXPRESSION OF INTEREST FOR

PROCUREMENT OF CONSULTANCY SERVICES FOR THE APPLICATION AND AMENDMENT OF ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) FOR THE PORT OF IPIL, PORT OF MALANGAS, PORT OF MARGOSATUBIG, AND PORT OF PAGADIAN UNDER PPA, PMO-ZAMBOANGA

1. The *Philippine Ports Authority, PMO-Zamboanga*, through the PPA corporate funds for CY2025 intends to apply the sum of Nine Hundred Eighty-Seven Thousand (Php 987,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Consultancy Services for the Application and Amendment of Environmental Compliance Certificate (ECC) for the Port of Ipil, Port of Malangas, Port of Margosatubig, and Port of Pagadian under PPA, PMO–Zamboanga. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *Philippine Ports Authority, PMO-Zamboanga* now calls for the submission of eligibility documents for Procurement of Consultancy Services for the Application and Amendment of Environmental Compliance Certificate (ECC) for the Port of Ipil, Port of Malangas, Port of Margosatubig, and Port of Pagadian under PPA, PMO–Zamboanga. Interested consultants must submit their eligibility documents on or before October 14, 2025, 10:00 AM at Philippine Ports Authority, PMO-Zamboanga, R.T Lim Boulevard, Port Area, Zamboanga City. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from PPA, PMO–Zamboanga and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m., Mondays to Fridays.
4. A complete set of Eligibility Documents and Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a non-refundable fee of One Thousand Pesos (Php1,000.00), VAT exclusive. Bid documents shall be made available only to short listed consultants. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
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 criteria and rating system for short listing are:

Criteria	Points
A. Experience and Capability of the Firm	
A.1. Records of previous engagement and quality of performance in similar project	10.00
A.2. Record of previous engagement in other project	10.00
A.3. Relationship with previous and current clients, considering repeat engagements as Consultants, disputes arising out past work or extent of litigations, if any	10.00
A.4. Overall work commitments, geographical distribution of current/impending projects and attention to be given by Consultant.	10.00
Sub-total	40.00
B. Quality of Personnel to be Assigned	
B.1. Project Manager/Preparer	
i. General qualifications and competence including education and training, nature and length of experience, types of positions held, time with the firm	20.00
ii. Suitability to perform the duties of the particular assignments	10.00
B.2. Other Key Staff	
i. General qualifications and competence including education and training, nature and length of experience, types of positions held, time with the firm	5.00
ii. Suitability to perform the duties of the particular assignments	5.00
Sub-total	40.00
C. Current Workload Relative to Capacity	20.00
Grand Total	100.00

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

- (i) 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. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation (QCBE) procedure*, the Technical Proposal and Financial Proposal of the eligible bidder shall be given a weight of 60% and 40% respectively. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within Four (4) months from receipt of the Notice to Proceed (NTP).
9. Below in table form are the important dates of procurement, to wit:

	Procurement Schedules	Inclusive Dates CY 2025	Time
I.	Advertisement/Posting	October 6-13, 2025	
II.	Issuance and Availability of Eligibility Documents	October 6-13, 2025 October 13, 2025	8:00AM to 5:00PM, Monday to Friday Before 10:00 AM
III.	Deadline and Submission of Eligibility Documents	October 13, 2025	10:00AM
IV.	Opening of Eligibility Documents and Short Listing	October 13, 2025	10:15AM
V.	Issuance and Availability of Bid Documents	October 20-27, 2025 October 27, 2025	8:00AM to 5:00PM, Monday to Friday Before 10:00 AM
VI.	Pre-Bid Conference	October 28, 2025	10:00AM
VII	Deadline and Submission of Bid Documents	November 10, 2025	10:00AM
VIII	Opening of Bid Documents	November 10, 2025	10:15AM

10. The Philippine Ports Authority, PMO-Zamboanga reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

BAC TWG/Secretariat

PMO-Zamboanga Bids and Awards Committee

PMO-Zamboanga

Port Area, Zamboanga City 7000

Office Tel. No. (062) 991-2037

Fax. No. (062) 991-2360

Email: pmozamboanga@ppa.com.ph / llledesma@ppa.com.ph

Website: www.ppa.com.ph

Date of Issued: October 6, 2025



DATU ALFAZAR B. ANDAS

Vice-Chairperson

PMO-Zamboanga Bids and Awards Committee

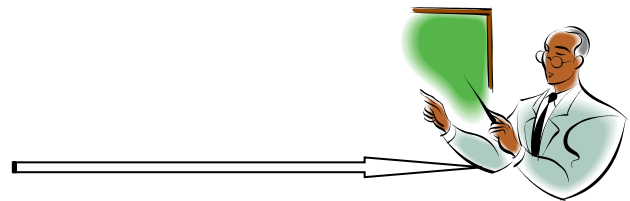
PPA, PMO-Zamboanga



PROCUREMENT OF CONSULTANCY SERVICES

PROCUREMENT OF CONSULTANCY SERVICES FOR THE
APPLICATION AND AMENDMENT OF ENVIRONMENTAL
COMPLIANCE CERTIFICATE (ECC) FOR THE PORT OF IPIL, PORT OF
MALANGAS, PORT OF MARGOSATUBIG, AND PORT OF PAGADIAN
UNDER PPA, PMO-ZAMBOANGA

PART I - Eligibility Documents



Section I. Request for Expression of Interest

PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICE-ZAMBOANGA
PMO-ZAMBOANGA BIDS AND AWARDS COMMITTEE



REQUEST FOR EXPRESSION OF INTEREST FOR

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A. Experience and Capability of the Firm	
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Sub-total	40.00
B. Quality of Personnel to be Assigned	
B.1. Project Manager/Preparer	
i. General qualifications and competence including education and training, nature and length of experience, types of positions held, time with the firm	20.00
ii. Suitability to perform the duties of the particular assignments	10.00
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i. General qualifications and competence including education and training, nature and length of experience, types of positions held, time with the firm	5.00
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Sub-total	40.00
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Grand Total	100.00

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Date of Issued: October 6, 2025



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Vice-Chairperson

PMO-Zamboanga Bids and Awards Committee

PPA, PMO-Zamboanga

Section II. Eligibility Documents

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 qualifications stated in the **EDS**.
- 1.4. Government corporate entities 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 dependent agencies of the GOP or the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements 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) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;
- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (iv) 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:
 - (iv.1) the name and location of the contract;
 - (iv.2) date of award of the contract;
 - (iv.3) type and brief description of consulting services;
 - (iv.4) consultant's role (whether main consultant, subcontractor, or partner in a JV)
 - (iv.5) amount of contract;
 - (iv.6) contract duration; and
 - (iv.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (v) 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.

(vi)

Financial Document

- (vii) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and

authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

(b) Class “B” Document –

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

- 2.2. The eligibility requirements or statements 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, subcontractors 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.
- 2.4. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class “A” Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

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 **one (1) - original and four (4) – machine 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, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
- 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. Unless otherwise indicated in the EDS, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy of 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 indelible 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; andbear 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 Procuring Entity's BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (h) the name of the prospective bidder;

- (i) whether there is a modification or substitution; and
 - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC of the Procuring Entity 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 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	The Consultant/s shall prepare the following reports: • Project Description - Detailed overview of the proposed project • Project Components and Operational Information - Enumeration of all project components, specifying their respective functions and floor areas, including operational processes and flow • Initial Environmental Examination (IEE) Checklist Report – Preparation and submission of the IEE Checklist based on the project type and requirements set by DENR-EMB. • Environmental Management Plan (EMP) – Development of the EMP to address potential environmental risks and outline mitigation and monitoring measures. • Project Environmental Monitoring and Audit Prioritization Scheme (PEMAPS) Questionnaire – Accomplishment of the PEMAPS, including the declaration of estimated rates of air, liquid, and solid waste generation, along with corresponding mitigating measures and pollution control devices. • Geotagged Photos – Capture and submission of geotagged photos of the project site taken within the last 30 days. • Site Development Plan – Preparation of the plan showing the layout of the proposed project site, signed and sealed by a licensed professional. • Engineering Geological and Geohazard Assessment Report (EGGAR) – Preparation and submission of the EGGAR in accordance with regulatory requirements.
1.3	<i>Foreign consultants are not allowed to participate in this Project. No further instructions.</i>
2.1(iv)	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 eligibility documents.
(iv.7)	State acceptable proof of satisfactory completion of completed contracts or Certificate of Completion issued by the client for completed project.
4.2	Each prospective bidder shall submit one (1) original and four (4) machine copies of its eligibility documents properly book-bound or spiral binding with cover and corresponding index tab (as marked in the checklist of Eligibility Requirements). The Bidders shall fill in all required items in the Eligibility Forms. Bidders not providing all of the required items in the Eligibility Forms shall be considered non-responsive and, thus automatically disqualified. Any item

	in the Eligibility Form which is not applicable shall be properly marked “Not Applicable”. All requirements in the Eligibility Statements shall be submitted in accordance with the listing arrangements given in the checklist for bidders. A Bidder who submits the requirements not in the order of listing manner will cause all the proposals with the Bidder’s participation to be disqualified. FRONT COVER OF ELIGIBILITY DOCUMENTS: ORIGINAL OR COPY __ - Eligibility Documents PROCUREMENT OF CONSULTANCY SERVICES FOR THE APPLICATION AND AMENDMENT OF ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) FOR THE PORT OF IPIL, PORT OF MALANGAS, PORT OF MARGOSATUBIG, AND PORT OF PAGADIAN UNDER PPA, PMO- ZAMBOANGA Name of the Bidder
4.3(c)	<i>ENVELOPE CONTAINING THE ELIGIBILITY DOCUMENTS SHALL BE MARKED:</i> _____ _____ (Address of the Contractor) The BAC Chairperson PMO-Zamboanga Bids and Awards Committee PPA, PMO-Zamboanga R.T. Lim Blvd, Port Area Zamboanga City 7000 CONSULTANCY SERVICES FOR THE PROCUREMENT OF CONSULTANCY SERVICES FOR THE APPLICATION AND AMENDMENT OF ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) FOR THE PORT OF IPIL, PORT OF MALANGAS, PORT OF MARGOSATUBIG, AND PORT OF PAGADIAN UNDER PPA, PMO-ZAMBOANGA DO NOT OPEN BEFORE 10:00AM, OCTOBER 13, 2025

4.3(d)	<i>PROCUREMENT OF CONSULTANCY SERVICES FOR THE APPLICATION AND AMENDMENT OF ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) FOR THE PORT OF IPIL, PORT OF MALANGAS, PORT OF MARGOSATUBIG, AND PORT OF PAGADIAN UNDER PPA, PMO-ZAMBOANGA</i>												
5	The address for submission of eligibility documents is: The BAC Chairperson PMO-Zamboanga Bids and Awards Committee PPA, PMO-Zamboanga R.T. Lim Blvd, Port Area Zamboanga City 7000 The deadline for submission of eligibility documents is <i>on or before 10:00AM, October 13, 2025</i>												
8.1	The place of opening of eligibility documents is PPA, PMO-Zamboanga Conference Room, 2nd Floor, Admin. Bldg., Port Area, Zamboanga City. The date and time of opening of eligibility documents is <i>October 13, 2025, 10:15AM.</i>												
9.1	No further instructions.												
9.2	<i>Rating system to be used for the short listing of consultants:</i> <table border="1"> <thead> <tr> <th>Criteria</th><th>Points</th></tr> </thead> <tbody> <tr> <td>A. Experience and Capability of the Firm</td><td></td></tr> <tr> <td>A.1. Records of previous engagement and quality of performance in similar project</td><td>10.00</td></tr> <tr> <td>A.2. Record of previous engagement in other project</td><td>10.00</td></tr> <tr> <td>A.3. Relationship with previous and current clients, considering repeat engagements as Consultants, disputes arising out past work or extent of litigations, if any</td><td>10.00</td></tr> <tr> <td>A.4. Overall work commitments, geographical distribution of current/impending projects and attention to be given by Consultant.</td><td>10.00</td></tr> </tbody> </table>	Criteria	Points	A. Experience and Capability of the Firm		A.1. Records of previous engagement and quality of performance in similar project	10.00	A.2. Record of previous engagement in other project	10.00	A.3. Relationship with previous and current clients, considering repeat engagements as Consultants, disputes arising out past work or extent of litigations, if any	10.00	A.4. Overall work commitments, geographical distribution of current/impending projects and attention to be given by Consultant.	10.00
Criteria	Points												
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		Sub-total	40.00
		B. Quality of Personnel to be Assigned	
		B.1. Project Manager/Preparer	
		i. General qualifications and competence including education and training, nature and length of experience, types of positions held, time with the firm	20.00
		ii. Suitability to perform the duties of the particular assignments	10.00
		B.2. Other Key Staff	
		i. General qualifications and competence including education and training, nature and length of experience, types of positions held, time with the firm	5.00
		ii. Suitability to perform the duties of the particular assignments	5.00
		Sub-total	40.00
		C. Current Workload Relative to Capacity	20.00
		Grand Total	100.00
<i>The minimum passing points for the shortlisting of eligible consultants is 70 points.</i>			

TERMS OF REFERENCE

PROCUREMENT OF CONSULTANCY SERVICES FOR THE APPLICATION AND AMENDMENT OF ENVIRONMENTAL COMPLIANCE CERTIFICATES (ECC) FOR PORT OF IPIL, PORT OF MALANGAS, PORT OF MARGOSATUBIG, AND PORT OF PAGADIAN UNDER THE PHILIPPINE PORTS AUTHORITY, PORT MANAGEMENT OFFICE OF ZAMBOANGA (PPA, PMO-ZAMBOANGA)

I. PROJECT DESCRIPTION

The Philippine Ports Authority, Port Management Office of Zamboanga (PPA, PMO – Zamboanga) intends to procure consultancy services to ensure compliance with environmental regulations mandated by the Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB). This project covers the preparation and processing of:

- **ECC applications** for the Port of Ipil, Port of Malangas, and Port of Margosatubig; and
- An **ECC amendment** for the Port of Pagadian.

These efforts aim to ensure compliance with environmental requirements for port operations within the ports under PPA, PMO-Zamboanga.

II. OBJECTIVES

It is the objective of this procurement to ensure the compliance of existing port facilities of Port of Ipil, Port of Malangas, Port of Margosatubig, and Port of Pagadian with environmental regulations by securing the necessary Environmental Compliance Certificates (ECCs). Specifically, the objectives of this undertaking are as follows;

- a. To secure the Environmental Compliance Certificates (ECCs) for existing port facilities, in compliance with the Environmental Impact Assessment (EIA) system under Presidential Decree No. 1586 and its Implementing Rules and Regulations.
- b. To align the operations of existing port facilities with environmental regulations by fulfilling the necessary requirements for ECC acquisition, ensuring continued legal compliance for ongoing port activities.
- c. To hire consultants or service providers to assist in preparing and submitting the required documentation, such as Project Descriptions or Environmental Management Plans, for existing facilities to expedite the ECC application process.
- d. To ensure that once the ECC is secured, all conditions and requirements are met during the continued operation of the ports, including regular reporting and implementation of environmental management and monitoring measures.
- e. To prevent future regulatory issues and penalties by complying with environmental certification requirements and maintaining good standing with the DENR-EMB.

III. APPROVED BUDGET FOR THE CONTRACT

The Total Approved Budget for the Contract (ABC) for this procurement is **Nine Hundred Eighty-Seven Thousand (Php 987,000.00)**, inclusive of all applicable government taxes.

IV. SCOPE OF WORKS

For ECC Applications and Amendment:

The Consultant/s shall prepare the following reports:

- **Project Description** - Detailed overview of the proposed project
- **Project Components and Operational Information** - Enumeration of all project components, specifying their respective functions and floor areas, including operational processes and flow
- **Initial Environmental Examination (IEE) Checklist Report** – Preparation and submission of the IEE Checklist based on the project type and requirements set by DENR-EMB.
- **Environmental Management Plan (EMP)** – Development of the EMP to address potential environmental risks and outline mitigation and monitoring measures.
- **Project Environmental Monitoring and Audit Prioritization Scheme (PEMAPS) Questionnaire** – Accomplishment of the PEMAPS, including the declaration of estimated rates of air, liquid, and solid waste generation, along with corresponding mitigating measures and pollution control devices.
- **Geotagged Photos** – Capture and submission of geotagged photos of the project site taken within the last 30 days.
- **Site Development Plan** – Preparation of the plan showing the layout of the proposed project site, signed and sealed by a licensed professional.
- **Engineering Geological and Geohazard Assessment Report (EGGAR)** – Preparation and submission of the EGGAR in accordance with regulatory requirements.

Additional Scope:

- **Professional Fees** - The cost of professional services for preparing documentation, technical plans, and reports.
- **DENR-EMB and Other Agencies' Fees** – Official fees paid directly to the government agencies for the processing and issuance of ECCs or other environmental permits.
- **Travel Expenses** - Expenses related to site visits and coordination with relevant authorities.
- **Document Printing** - Costs associated with the printing and submission of required documents to DENR-EMB and other government agencies.
- **Installation of Billboards** – Installation of two (2) billboards at the project site.

Client Responsibilities:

The PPA, PMO-Zamboanga shall be responsible for the following:

- **LGU Certification** – Securing a certification from the concerned Local Government Unit (LGU) that the proposed project is compatible with the existing land use plan.
- **Proof of Authority** - Providing proof of authority over the project site (e.g., land title, lease contract, deed of sale, or similar documents).

V. TERMS AND CONDITIONS

A. Obligations and Responsibilities of the Contractor

- a. Prepare and submit the Project Environmental Monitoring and Audit Prioritization Scheme (PEMAPS) Questionnaire and other requirements required for the ECC application of the existing port facilities, ensuring compliance with all DENR-EMB requirements for existing projects.
- b. Develop an Environmental Management Plan (EMP) specific to the port's ongoing operations, addressing environmental impacts such as waste management, water and air pollution control, noise mitigation, and biodiversity protection.
- c. Ensure regular communication with the PPA, PMO-Zamboanga Representative/s and other stakeholders, providing updates on the progress of the ECC application, and coordinate with the DENR-EMB for submission, review, and approval of the ECC.
- d. Ensure compliance with DENR-EMB regulations concerning existing port operations, including ensuring that past environmental concerns (if any) are addressed in the ECC application process.
- e. Hold the PPA, PMO-Zamboanga free and blameless from any damage, claims, liabilities, or legal actions arising from the contractor's failure to comply with DENR-EMB regulations or any other legal requirements in the ECC application process.
- f. Strictly comply with all relevant laws, regulations, policies, and guidelines, including but not limited to:
 - Philippine Environmental Impact Statement (EIS) System under Presidential Decree 1586, specifically for existing facilities.
 - DENR Administrative Orders (DAOs) related to ECC processing for existing projects.
 - Local ordinances and environmental management policies applicable to the specific port.

- g. Secure the required Environmental Compliance Certificate for the covered projects.
- h. Comply with all terms and conditions stipulated in the contract.
- i. Pay all necessary fees and charges required for the processing, submission, and approval of the ECC application, as well as any other costs associated with fulfilling the contractor's obligations under this engagement.
- j. Hire and pay duly licensed professionals required for the preparation and submission of all technical reports, plans, and documents necessary for the ECC application.
- k. Install ECC Billboard at the project site in accordance with DENR-EMB guidelines.

B. Obligations of the Proponent

- a. The Proponent shall provide the Consultant with all necessary data, plans, project features, and any other relevant documents in its possession required for the preparation of the ECC application and related studies.
- b. The Proponent shall ensure the timely provision of the abovementioned data, plans, and documents to avoid delays in the preparation and submission of the ECC application.
- c. The Proponent shall release fifteen percent (15%) of the total project cost upon issuance of the Notice to Proceed. The remaining balance shall be paid upon completion of the contract and submission of the approved ECCs for all covered ports, including copies of all relevant submissions to the DENR-EMB (e.g., documents, reports, and accomplished forms).

C. Rights and Authority of the Proponent

- a. Grant the Contractor the sole and exclusive authority to prepare and process the Environmental Compliance Certificate (ECC) application for the existing port facilities under the jurisdiction of PPA, PMO-Zamboanga, subject to the terms and conditions set forth in this Terms of Reference.
- b. PPA, PMO-Zamboanga reserves the right to cancel, rescind, or terminate the contract in case of unsatisfactory performance or non-compliance by the Contractor.
- c. Withhold payment or compensation for any incomplete, inadequate, or unsatisfactory services rendered by the Contractor until such deficiencies are corrected and accepted by PPA, PMO-Zamboanga.

VI. SCOPE OF UNDERTAKING

A. Areas Covered

The project involves the preparation, submission, and facilitation of the ECC applications for the following ports:

LOT	DESCRIPTION	AREA (sq.m)
1.	Port of Ipil (New Application)	3,772.00 m ²
2.	Port of Malangas (New Application)	2,662.00 m ²
3.	Port of Margosatubig (New Application)	1,544.00 m ²
4.	Port of Pagadian (Amendment)	15,286 m ²

B. Project Duration

- The term of service for the acquisition of ECCs shall be **Four (4) months** or 122 calendar days, starting from the date the Notice to Proceed is received from the Procuring Entity.
- **Extension of the Project** may be granted, provided that the consultant or service provider submits a written request to the PPA. The PPA reserves the right to approve or deny such request.

C. Liquidating Damages

- If the consultant fails to satisfactorily complete the services required under the contract within the specified period, including any duly granted time extensions, the consultant shall be liable for liquidated damages in an amount equal to **one-tenth (1/10) of one percent (1%)** of the total contract cost **for each calendar day of delay**.

VII. ELIGIBILITY REQUIREMENT

Only consultant/s, whether government or private, who will engage in the application process for the acquisition of ECCs for the existing port facilities under PPA, PMO-Zamboanga, and are found to be legally, technically, and financially capable, will be evaluated and must comply with the following eligibility criteria:

Envelope 1: Technical Documentary Requirements	
1.	Mayor's Permit/Business Permit
2.	Valid BIR Certificate of Registration/TIN/DTI/SEC
3.	PhilGEPS Registration Number/Certificate (Platinum)
4.	Income / Business Tax Return 2024
5.	Company Profile/ Curriculum Vitae
6.	Duly Signed List of Completed and On-going Contracts/Projects
7.	Notarized Omnibus Sworn Statement

8.	Duly signed Approach, Work Plan, and Schedule
Envelope 2: Financial Documentary Requirements	
9.	Bid Offer/Bid Form (Form 1)
10.	Detailed Cost Estimates

By submitting the accomplished Quotation, the bidder shall be deemed to have fully understood the scope of work, the requirements of securing the ECCs, relevant environmental laws and regulations, and other factors necessary for the timely and successful execution of the contract. If required, the bidder shall conduct site assessments or surveys to gather pertinent data for the preparation of the required documentation and examine all instructions, forms, requirements outlined in the Terms of Reference.

VIII. BID PRICES

Unless otherwise specified, the Contract shall cover the entire Scope of Work as outlined in this Terms of Reference. The Total Bid Price must be quoted entirely in Philippine Pesos, unless indicated otherwise. Any bid proposing completion of the Works beyond the specified completion period shall be deemed non-responsive and will be rejected.

Bids shall remain valid for one hundred twenty-two (122) calendar days from the date of bidding, or as otherwise prescribed by the Procuring Entity.

Bidders shall submit their bids through their duly authorized representative on or before the specified deadline, in two (2) separate sealed envelopes submitted simultaneously. The first envelope shall contain the **technical component** of the bid, while the second shall contain the **financial component**.

Any interlineations, erasures, or overwriting shall be considered valid only if signed or initialed by the duly authorized representative(s) of the Bidder.

All envelopes shall be addressed to the Procuring Entity as follows:

JEZREL J. GESULGON

BAC Chairperson

Philippine Ports Authority

PMO-Zamboanga

RT Lim Boulevard, Zamboanga City

Email Add: pmozamboanga@ppa.com.ph

Contact Number: 062-991-2037

IX. DEADLINE FOR THE SUBMISSION OF BIDS

To be eligible for consideration, bids must be received on or before the specified date and time. Any bid submitted after the deadline set by the Procuring Entity shall be deemed 'late' and will not be accepted.

X. DELIVERABLES

Upon completion of the project, the following deliverables shall be provided:

- Approved Environmental Compliance Certificates (ECCs) – For the Ports of Ipil, Malangas, Margosatubig, and Pagadian.
- All Official Submissions – Complete copies of all documents, reports, and accomplished forms submitted to DENR-EMB and other concerned regulatory agencies, duly furnished to PMO Zamboanga.
- ECC-Compliant Billboards – Completion and installation of ECC-compliant billboards for each port, in accordance with DENR-EMB specifications.

XI. PARAMETERS FOR PAYMENT

- A. For and in consideration of the full, satisfactory, and faithful performance by the Contractor of all its undertakings as defined and provided under this Terms of Reference (TOR) and contract documents, the Authority agrees to pay the total contract amount, inclusive of 12% Value Added Tax, upon successful completion of the project and submission of the following supporting documents:
- Completion reports duly signed by the Contractor and acknowledged by the designated PPA, PMO-Zamboanga representative;
 - Copies of all relevant submissions - such as documents, reports, and forms - made to the DENR-EMB and other concerned regulatory agencies, including acknowledgment receipts, certificates, and correspondence, for the purpose of record-keeping and reference;
 - Any additional supporting documents required by the PPA, PMO-Zamboanga to confirm the Contractor's compliance and successful performance.
- B. Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.

XII. RESERVATION CLAUSE

PPA, PMO-Zamboanga reserves the right to accept or reject any and all bids, declare a failure of procurement, or not award the contract at any time before the contract award, in accordance with Section 41 of R.A. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

XIII. SELECTION CRITERIA FOR PROPOSAL

The shortlisted consultants shall be evaluated using the Quality-Cost Based Evaluation (QCBE) procedure under R.A. 9184 and its Revised IRR, with **80% weight** for the **Technical Proposal** (with a Minimum Qualifying Mark of 70 points) and **20% weight** for the **Financial Proposal**.

Prepared by:

LALAIN L. LEDESMA (SGD)
Environmental Specialist A

Checked by:

MAHSON S. UKKOH (SGD)
Principal Engineer A

Reviewed by:

TASHMA H. ASID-MAADIL (SGD)
Manager, ESD

Approved by:

ARCIDI S. JUMAANI (SGD)
Port Manager, PMO-Zamboanga

Annex 1

1. QUALIFICATION OF THE CONSULTANCY FIRM:

- With at least one (1) year of experience in securing approved Environmental Compliance Certificates (ECC) issued by EMB–DENR IX.
- Mayor's Permit / Business Permit
- Valid BIR Certificate of Registration / TIN / DTI / SEC Registration
- PhilGEPS Registration Number / Certificate (Platinum)
- Income / Business Tax Return for 2024
- Must not have been blacklisted or involved in any legal dispute that may affect the performance of its obligations.

2. KEY PERSONNEL QUALIFICATION REQUIREMENTS:

- Project Manager /Preparer
 - Qualification: Environmental Engineer, Licensed Civil Engineer, or other related Engineering degree
 - Experience: With at least five (5) years of experience in the preparation of Environmental Compliance Certificate (ECC) applications
- Other Key Staff
 - Qualification: Relevant educational background in environmental consultancy or related fields.
 - Experience: Adequate experience in providing technical, socio-economic, and administrative support for environmental projects.