



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
 Manila

097.13 DPWH
 01-22-2015

JAN 20 2015

DEPARTMENT ORDER)
NO. 07)
Series of 2015)

**SUBJECT: GUIDELINES FOR SHORTLISTING AND
 BID EVALUATION FOR CONSULTANTS
 FOR LOCALLY-FUNDED INFRASTRUCTURE
 PROJECTS**

To provide for a more efficient, competitive, and transparent process in the procurement of consulting services for locally-funded infrastructure projects through competitive bidding in accordance with the provisions of Republic Act No. 9184 and its Implementing Rules and Regulations, the Bids and Awards Committee (BAC) for Consultancy Services and other offices/personnel of this Department shall observe the following guidelines in the shortlisting of consultants and evaluation of bids for such consulting services.

1. Shortlisting of Consultants

1.1 Criteria for Shortlisting

The following criteria and their corresponding maximum points shall be used in the shortlisting of consultants:

Criteria	Maximum Points											
1. Experience of the Firm The firm, or its proposed Project Manager/Team Leader for the services to be procured, must have satisfactorily completed one services contract similar to, and with the following cost as a percentage of the Approved Budget for the Contract (ABC) of, the services to be procured. <table><tr><td><u>Cost as % of ABC</u></td><td><u>Points</u></td></tr><tr><td>50% or more</td><td>35</td></tr><tr><td>40% to <50%</td><td>25</td></tr><tr><td>30% to <40%</td><td>15</td></tr><tr><td><30%</td><td>0</td></tr></table> If the firm or its proposed Project Manager/Team Leader has not completed any similar contract, it shall be disqualified.	<u>Cost as % of ABC</u>	<u>Points</u>	50% or more	35	40% to <50%	25	30% to <40%	15	<30%	0	35	
<u>Cost as % of ABC</u>	<u>Points</u>											
50% or more	35											
40% to <50%	25											
30% to <40%	15											
<30%	0											
2. Qualifications of Principals and Key Personnel of the Firm The principals and key personnel of the firm, as a whole, must meet the following requirements:	40											
	FS/DED ¹	CS ²										
<u>Education</u>	<u>10</u>	<u>10</u>										
Relevant Bachelor's Degree, minimum requirement	(8.0)	(8.5)										
Relevant Master's Degree, additional point	(1.0)	(0.5)										
Relevant Doctor's Degree, additional point	(0.5)	(0.5)										
Relevant Publications and Training, additional point	(0.5)	(0.5)										

¹FS/DED - Feasibility Study/Detailed Engineering Design

²CS - Construction Supervision

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Experience*	30	30
Similar to the services to be procured	(20)	(20)
Related to the services to be procured	(10)	(10)
Total Score, Qualifications of Principals and Key Personnel	40	40
3. Job Capacity	25	
The firm must meet the following requirements:		
Number of Technical Personnel	(10)	
Workload	(15)	
Total	100	

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

Position	Minimum Years of Experience
Project Manager/Team Leader	10
Deputy Project Manager/Chief Engineer/comparable position	7
Senior Specialist - Structural Engineer/Hydrologist/Geodetic Engineer/Geotechnical Engineer/Economist/Financial Expert/Environmental Expert/comparable position	5

1.2 Passing Total Score

To be eligible for inclusion in the short list, a consultant must obtain a Minimum or Passing Total Score of 60%.

2. **Evaluation of Consultants' Bids/Proposals**

2.1 Quality Cost Based Evaluation (QCBE): Passing Technical Scores and Quality-Cost Weights

The following Minimum or Passing Technical Scores and Weights of Quality and Cost shall be adopted in the QCBE process.

Type of Consulting Services	Passing Technical Score	Weights		
		Quality (Technical Proposal)	Cost (Financial Proposal)	Total
Feasibility Study	70%	70%	30%	100%
Detailed Engineering Design	75%	65%	35%	100%
Construction Supervision	75%	60%	40%	100%

2.2 Quality Based Evaluation (QBE): Passing Technical Score

The Minimum or Passing Technical Score in the QBE process shall be 75%.

2.3 Criteria for Evaluation of Technical Proposals

The following criteria and their corresponding weights shall be used in the evaluation of Technical Proposals:

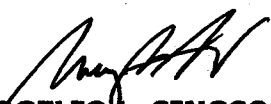
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Criteria		Maximum Points	
1. Experience of the Firm		10	
The firm, or its proposed Project Manager/Team Leader for the services to be procured, must have satisfactorily completed one consulting services contract similar to, and with the following cost as a percentage of the Approved Budget for the Contract (ABC) of, the services to be procured.			
<u>Cost as % of ABC</u>	<u>Points</u>		
50% or more	10		
40% to <50%	7		
30% to <40%	4		
<30%	0		
4. Qualifications of Key Personnel to be Assigned to the Project		70	
The key personnel must meet the following requirements:		FS/DED	CS
<u>Education</u>		20	20
Relevant Bachelor's Degree, minimum requirement		(16.0)	(17.0)
Relevant Master's Degree, additional points		(2.0)	(1.0)
Relevant Doctor's Degree, additional point		(1.0)	(1.0)
Relevant Publications and Training, additional point		(1.0)	(1.0)
<u>Experience*</u>		50	50
Similar to the services to be procured		(35)	(35)
Related to the services to be procured		(15)	(15)
Total Score, Qualifications of Key Personnel		70	70
5. Proposed Methodology		20	
Total		100	

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

Position	Minimum Years of Experience
Project Manager/Team Leader	10
Deputy Project Manager/Chief Engineer/comparable position	7
Senior Specialist - Structural Engineer/Hydrologist/Geodetic Engineer/Geotechnical Engineer/Economist/Financial Expert/Environmental Expert/comparable position	5

This Order takes effect immediately and amends or supersedes all existing Department Orders and issuances or portions thereof which are inconsistent herewith.


ROGELIO L. SINGSON
 Secretary

4.7.2 JABS/MGNO

Department of Public Works and Highways
 Office of the Secretary



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