

ANNEX 4

Criteria for Shortlisting

Consulting Services for the Preparation of Detailed Architectural and Engineering Designs for Site Development in Four Buildings of the UP Open University

ANNEX 4 – CRITERIA FOR SHORTLISTING

CRITERIA		SCORE	%	%	PTS.
<i>Each main criteria shall have a minimum score of 50%. Non-compliance shall be grounds for disqualification.</i>					
I.	Applicable experience of the consultant				30
	A. Firm's Qualifications			70	
	1	Must be continuously operational for at least 5 years		30	
		5 years and above	100		
		Below 5 years	0		
	2	Must have at least 5 years of similar and/or relevant experience related to the TOR		30	
		5 years and above	100		
		Below 5 years	0		
	3	Must have previously handled/managed at least 1 project involving Detailed Architectural and Engineering Design		40	
		Above 3 projects	100		
		1 to 3 projects	85		
		No project	0		
	B. Work Experience			30	
	1	Total value of projects from 2017 to 2022 (completed)		100	
		More than or equal to 100% of the Approved Budget of Contract	100		
		75% to 99% of the Approved Budget of Contract	75		
		50% to 74% of the Approved Budget of Contract	50		
		Below 50% of the Approved Budget of Contract	0		
II.	Personnel Complement				50
<i>Note: Designation to all personnel complement is required. Non-compliance shall be grounds for disqualification. Designation of 1 key personnel to another position is a ground for disqualification. No attached valid PRC ID for each personnel as described in the II-1. Qualification of Personnel to be Assigned (A&E Design) is a ground for disqualification. The CV should reflect the required specific experience as described in the III. WORK EXPERIENCE to be credited to the points of this table of criteria.</i>					
II-1.	Qualification of Personnel to be Assigned (A & E Design)			42	
	A. Principal Architect/Designer			8	
	1	Education			
		Registered and Licensed Architect with Master's Degree in Architecture or Engineering; with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100		
		Registered and Licensed Architect with specialization diploma or certificate; with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	90		

		Registered and Licensed Architect with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	85			
	2	Architect with at least 10 years experience in design, contract and project management of buildings or infrastructures				
		10 years and above with experience in green building design	100			
		10 years and above	90			
		Below 10 years	0			
	B. Project Manager			7		
	1	Education				
		Registered and Licensed Architect with Master's Degree in Architecture or Engineering; with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
		Registered and Licensed Architect with specialization diploma or certificate; with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	90			
		Registered and Licensed Architect with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	85			
	2	At least 10 years of experience in work programming of Architectural and Engineering Services				
		10 years and above with experience in green building design	100			
		10 years and above	90			
		Below 10 years	0			
	C. Civil/Structural Engineer			7		
	1	Education				
		Registered and Licensed Civil Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement; active member of the Association of Structural Engineers of the Philippines	100			
		Registered and Licensed Civil Engineer with specialization diploma or certificate; with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	90			
		Registered and Licensed Civil Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	85			
	2	At least 10 years of experience in the design, project management, or construction of modern structures				
		10 years and above	100			
		Below 10 years	0			
	D. Professional Electrical Engineer			4		
	1	Education				
		Registered and Licensed Professional Electrical Engineer with valid Professional Identification Card issued by the	100			

		Professional Regulation Commission as of day of procurement				
	2	At least 5 years of experience in design, contract and project management of buildings				
		5 years and above	100			
		Below 5 years	0			
	E.	Sanitary Engineer or Master Plumber		4		
	1	Education				
		Registered and Licensed Sanitary Engineer or Master Plumber with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
	2	At least 5 years relevant experience in the design of plumbing, water supply and distribution and preferably knowledgeable in waste water				
		5 years and above	100			
		Below 5 years	0			
	F.	Professional Electronics Engineer		4		
	1	Education				
		Registered and Licensed Professional Electronics Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
	2	At least 5 years relevant experience in design and project or construction management of building				
		5 years and above	100			
		Below 5 years	0			
	G.	Landscape Architect		4		
	1	Education				
		Registered and Licensed Landscape Architect with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
	2	At least 5 years relevant experience in landscape architecture				
		5 years and above	100			
		Below 5 years	0			
	H.	Quantity Surveyor		4		
	1	Education				
		Registered and Licensed Architect/Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
	2	At least 5 years relevant experience in quantity surveying				
		5 years and above	100			
		Below 5 years	0			
II-2.	Qualification of Support Personnel to be Assigned				8	
	I.	Draftsman / CAD Operator		4		
		<i>Note: Each submitted draftsman shall merit a maximum 2 points</i>				
	1	Education				

		Registered and Licensed Architect or Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
		B.S. Architecture or Engineering graduate	85			
		Undergraduate Architect or Engineer / Certificate in Architecture Drafting or Equivalent	50			
	2	Work experience in AutoCAD and BIM Drafting and managing the production of construction drawings; must be a regular staff of the A & E Design Consultant				
		10 years and above	100			
		5 years to 9 years	85			
		1 year to 4 years	50			
		Below 1 year	0			
	J.	Encoder/Clerk Typist		2		
	1	Education				
		B.S. Architecture or Engineering graduate	100			
		Undergraduate Architect or Engineer / Certificate in Architecture Drafting or Equivalent	50			
	2	3 years experience as encoder/clerk typist; must be a regular staff of the A & E Design Consultant				
		3 years and above	100			
		Below 3 years	0			
	K.	Specification Writer		2		
	1	Education				
		Registered and Licensed Architect or Engineer with valid Professional Identification Card issued by the Professional Regulation Commission as of day of procurement	100			
		B.S. Architecture or Engineering graduate	85			
		Undergraduate Architect or Engineer / Certificate in Architecture Drafting or Equivalent	50			
	2	3 years experience in specifications writing; must be a regular staff of the A & E Design Consultant				
		3 years and above	100			
		Below 3 years	0			
III.	Current Workload (2021 to 2022)					20
	A.	Job Capacity		100		
		Total amount of on-going projects is between Php 5M to Php 10M	100			
		Total amount of on-going projects is between Php 10.1M to Php 20M	75			
		Total amount of on-going projects is more than Php 20M	50			
		Total amount of on-going projects is less than Php 5M	0			
		TOTAL SCORE				100
		PASSING SCORE				70