Terms of Reference
Consultancy Services
for the Preparation of a Comprehensive Master Development Plan for the Clark Green City

2016.04.08

1 Background of the Service
In Central Luzon in Philippines, Clark is expected to be developed as a core city of the region. The Bases Conversion and Development Authority (hereafter BCDA) which is in charge of re-development of former US Military Bases in Clark has plans to develop “Clark Green City” (hereafter, CGC) as new modern city, and the conceptual master plan has been approved by the Government of Philippines in May 2014.

Meantime, BCDA and Japan Overseas Infrastructure Investment Corporation for Transport & Urban Development (JOIN) have signed the Joint Venture Agreement, and have established the Philippine Japan Initiative for CGC Inc. (PJIC) to prepare and formulate a comprehensive master development plan (CMDP) of CGC in March 2016.

In this regard, the PJIC is seeking to employ consultants to formulate CMDP of CGC.

2 Objective of the Service
The objective of the Consultancy Service is to formulate a technically, economically feasible and socially/environmentally sustainable master plan for development of CGC providing sufficient details for its implementation, including layout plan of the utilities and road networks for CGC Phase 1 in particular, as well as preliminary design of other necessary infrastructure for other areas of the CGC.

The key tasks for the preparation of the CMDP include determining:

- how the overall plan design should be refined in light of new survey information, a review of previous and ongoing studies, committed locators/partners, and phasing of development; and,
- what growth planning assumptions would be needed in order to drive the planned land mix and use (i.e. residential, industrial, commercial, etc.), and, whether they seem reasonable in light of the current market.
Expected outputs from the CMDP would include:

- which roads should be built first and why, and the parameters (detailed design) of the roads;
- what topography, waterways, drainage, and other natural features of the site need to be preserved;
- what are the civil infrastructure considerations based on the water supply and waste treatment, electricity, communication, projected growth, the overall development strategy, and their phasing;
- where the major infrastructure would be located, and how the networks of collection and distribution might be routed, according to road layouts and topography; and,
- whether or not the development passes a preliminary feasibility test.

3 Target Area for the Master Plan

Target area for the Master Plan shall be approximately 3,250-ha. Inside this 3,250-ha, there are Fast Track Infrastructure Planning areas, totaled approximately 388ha, and shall be included in scope of works (see more detail in the section 5.8).

The exact boundaries of abovementioned areas shall be specified by the BCDA prior to the commencement of the consultancy service.

4 Scope of Services

1. Site Survey and Review of Current Status & Potential
2. Formulation of Development Vision & Conceptual Plan
3. Land Use Distribution and Public Utilities Layout Plan (Refining)
4. Preliminary Design of Infrastructure
5. Initial Environmental Examination (IEE)
6. Project Implementation Scheme
7. Business Plan
8. Fast Track Infrastructure Planning
9. Japan Oriented Park Planning
10. Smart Medical Park Study
11. Review
5 Detailed Work Items

5.1 Review and Survey of Current Status & Potential

The purpose of this work is to review the current status of the project site and realize the outstanding potentials, issues or key factors for the promotions of the CGC development. The following work items should be conducted to identify necessary pre-conditions for the planning. Target area of this work should not be limited only on the project sites. Existing and relevant plans should be also reviewed through this work.

5.1.1. Review and Matching to National Strategies and Policies
5.1.2. Macroeconomic Review (including population and employment in the surrounding municipalities)
5.1.3. Natural Environmental Analysis (Disaster Risk, Land Grading)
5.1.4. Infrastructure Survey (Outer and Inner of the project site)
5.1.5. Review of Relevant Development Plan, Programs, Projects, and Surveys which were conducted in the past
5.1.6. Market Research (Investment Trend, Business Needs, and Real Estate Market Analysis)

work items related to “Business Plan”

5.2 Formulation of Development Vision & Conceptual Design

Based on the result of review and survey of current status and potential, the project direction and framework should be set as the initial stage of planning for CGC. It is important process to share and have the consensus of the future image of the project among stakeholders. Projection of future population and employment volume with zoning in CGC is also included in the scope.

5.2.1 Setting of Development Visions and Philosophy

Development visions and philosophy should be considered and proposed in line with national strategies and market needs to attract investors and customers to the project. The consultant shall set a “Realistic Timeline” for the development to make the project feasible. The Realistic Timeline will be used as bench-marks for future monitoring.

(1) Development Visions and Philosophy and its Realistic Timeline
(2) Development Rationale
(3) Expected development timeline, including target completion date
(4) Unique Selling Points (Partners and Catalyst Projects)

(eg. Satellite Center, and Airport SEZ)
(5) Basic Concept and Service Level

(eg. Zero Emission, Smart City, Green City, High Quality Social Service, High-tech Park, Safety and Security)
5.2.2 Setting of Development Framework (Economic and Population Frameworks)

5.2.2.1 Industrial Structure
Industrial structure should be examined with estimate share of each industry (primary, secondary, and tertiary industry with those sub-categories). The consultant shall project what industry meet for CGC development by the consultant’s own approach.

5.2.2.2 Refining Base Case
Based on the result of 5.1.2 and 5.2.2.1, required employment and population should be forecasted with the Realistic Timeline as base case.

5.2.2.3 Strategic actions to boost the population and employment
Consultant itself shall set at least three proactive strategic actions that area developer will likely conduct for boosting the base case population and employment. Then, under the condition of each strategic action, population and employment shall be projected with the Realistic Timeline.

5.2.3 Demand Forecast
Based on the Development Framework, demand forecast of population allocation, land use, traffic volume, infrastructure, and social service should be conducted for each target year.

   (1) Population Allocation and Land Use Demand
   (2) Traffic Volume Forecast
   (3) Civil Infrastructure
   (4) Social Service Demand Forecast

5.2.4 Setting of Development Strategies
Development strategies covering relevant land use and infrastructure sectors should be discussed and agreed, then documented.

   (1) Industrial & Agricultural Development (Services including Manufacturing, Logistics, High-valued Agriculture, etc.)
   (2) Other Commercial Development, including Tourism
   (3) Residential Development
   (4) Civic/Institutional
   (5) Social Services (Medical, Education, Community Center, etc.)
   (6) Transportation, Road Network, Logistics, and Transit hub
   (7) Infrastructures

5.2.5 Conceptual Design
A schematic concept and visual images, outline facility program should be indicated with design images.

   (1) Development Alternatives and selection of Preferred Plan
(2) Definition of Urban Design Structure Integrating Land-Use, Transportation, Open space and Landscape Strategies
(3) Refinement of Selected Master Plan
(4) Establishment of Planning Districts and Zones with Distinct Characters and Themes
(5) Preparation of Draft and Final Concept Master Plan Report
(6) Development of Design Guidelines for the Identified Districts/ Zones of Interest
(7) Public and Commercial Facilities Programming
(8) Identification of Potential Iconic Structures and Buildings; Development of an Architecture Concept
(9) 3D Planning Renderings and Animation
   a. Planning Renderings
   b. Architectural Views

5.3 Refined Development Program and Impact on Land Use & Utilities Layout Plans

The development program should be adjusted according to the demand forecast, and the basic layout plans should be refined. The main public utilities should include logistics, trunk roads, schools, hospitals, and other public facilities.

5.3.1 Land Use Distribution Plan

Land use distribution plan should be divided into 5 zones and sub-zones as described below, based on work result of the population allocation and land use demand (5.2.3).

(1) Industrial Zones (incl. sub-zones)
(2) Residential Zones (incl. sub-zones)
(3) Commercial Zones (incl. sub-zones)
(4) Institutional and Administrative Zones (incl. sub-zones)
(5) Mixed-use Zones (eg. residential, commercial, & institutional)

5.3.2 Supporting Public Facilities Layout Plan

Layout of public facilities and support related uses.

5.4 Preliminary Design of Infrastructure

Land grading plan should be made first considering the existing topo data and flood elevation. Based on the grading and use plans, layout plans for each of the key utilities (water supply, sewer, drainage, power supply, information and communication) should be made showing the distribution/collection networks, with notations regarding the anticipated size of the pipe mains, drains, ditches, cables, etc..
For the Road System and Drainage System, Consultant will only give necessary inputs, and conditions as the advices to PJIC for conducting preliminary design.

5.4.1 Land Grading (High Level Concept)
(1) Flood Analysis
(2) Site Grading Plan
(3) Earthworks

5.4.2 Road System (High Level Concept)
(1) Inputs to Design Concept (Functional classification, Traffic volume, Traffic flow)
(2) Inputs to Preliminary Design (Typical road section/ pavement, Intersection, and Bridge/Culvert)

5.4.3 Drainage System (High Level Concept)
(1) Inputs to Design Concept
(2) Inputs to Preliminary Design (Drainage ditch, and Retention Pond)

5.4.4 Water Supply System (High Level Concept)
(1) Design Concept
(2) Water Demand Forecast
(3) Preliminary Design (Water Sources, Water Treatment Plant, and Distribution System)

5.4.5 Sewerage System (High Level Concept)
(1) Design Concept
(2) Waste Water Generation
(3) Preliminary Design (Sewage Treatment Plant)

5.4.6 Power Supply System (High Level Concept)
(1) Design Conditions
(2) Power Demand Forecast
(3) Preliminary Design (22kV Distribution Plan)
(4) Exploring the possibility renewable generation facility.

5.4.7 Information and Communication System (High Level Concept)
(1) Design Concept
(2) Telecom Demand
(3) Preliminary Design (Information and Communication System)

5.5 Initial Environmental Examination
For smooth project implementation, to conduct an initial environmental and social examination (IEE) should be conducted in this service. Idea and process of strategic environmental assessment in the
planning phase should be considered to avoid big risk on environmental and social matter in later stage. Countermeasures and mitigation plan against risks and issues should be proposed in the IEE work.

5.5.1 Environmental Aspect
   a. Environmental Baseline Analysis
   b. Development Suitability Mapping
   c. Physical Planning Recommendations to Support Local Ecology

5.5.2 Social Aspect

5.5.3 Strategic Environmental Assessment and Measures

5.6 Project Implementation Scheme

Project implementation scheme is necessary in order to bring the project from planning stage to implementation stage certainly. All work items should be included to secure of project’s feasibility. Firstly preliminary cost should be estimated based on work results of the conceptual design and preliminary design of infrastructure. Other works below should be followed by the preliminary cost estimation. Finally project schedule with phasing process should be proposed under consideration of economical and financial aspects.

5.6.1 Preliminary Cost Estimation

5.6.2 Economical and Financial Analysis

5.6.3 Implementation Body and PPP Scheme

5.6.4 Fund Raising Plan

5.6.5 Risk Analysis and Countermeasure

5.6.6 Identification of Permission Procedure

5.6.7 Project Schedule (incl. Phasing Development)

5.7 Business Plan

To attract and encourage investors and customers to invest and operate their business in CGC, business plan should be examined based on overall reviews of work item 5.1 to 5.6 to be conducted above. In the work process, alternatives of feasible business plans should be prepared and discussed to choose better way and make decision by the PJIC. Finally business plan should be formulated as provisional.

5.7.1 Stakeholder Engagement: Overall Review of project parameters with key stakeholders

5.7.2 Investment Packaging & Marketing Collaterals, includes catch-phrase and logo design for the project

5.7.3 Media Strategy Planning

5.7.4 Business Matching (e.g., Business Seminar)

5.7.5 Formulation of Business Plan
5.8 Fast Track Infrastructure Planning for the Pioneer Developments

In parallel of work items 5.1 to 5.7 above, Fast Track Infrastructure Planning for the Pioneer Developments should be examined as necessary, particularly its requirement for necessary infrastructure system. The objective area for the pioneer developments are the following;

(1) Development of 288 ha parcel of the CGC
(2) Mixed-income Housing Project (30 ha)
(3) University of the Philippines Campus at CGC (70 ha)

Basic information of the above projects is available on the BCDA’s webpage.

5.8.1 Infrastructure System Design

Following information is necessary to develop the detailed engineering design (DED) that will be conducted by others. Preparing this necessary information is included in the scope of services and can be done based on work item-5.4.

(1) Access Road for Construction Purposes
(2) Surrounding Roads
(3) Tapping Point of Utilities (power, water, drainage, sewer, information and communication)
(4) Drainage Outfall Point

5.8.2 District and Main Utility Design

Following information is also necessary to design prioritized district (area) and main utilities for the pioneer developments that will be conducted by others. This work can be done based on work item 5.2.5, 5.3.2 and 5.4.2.

(1) Prioritized District Plan (in relation with work item 5.2.5)
(2) Public Utility (in relation with work item 5.3.2)
(3) Primary Major Road (in relation with work item 5.4.2)

5.9 Japan Oriented Park Planning

Japan Oriented Park has the following concepts;

(1) Building a self-sustaining area in CGC as the core of new urban area involving the peripheral cities.
(2) Building a diversity of industries area in CGC based on the collaboration between Philippine and Japan to aim job creation, technology transfer, and/or fostering of industries.

Base on above concepts, items 5.9.1 to 5.9.3 shall be conducted.

5.9.1 Philosophy for Japan Oriented Park Planning

Set the philosophy for Japan Oriented Park Planning. The philosophy shall include in particular the adherence to the CGC development philosophy (5.2.1)
5.9.2 High Priority Components

Select high priority components based on the philosophy set in above section 5.9.1, such as medical care, education, job training, green space, small to mid-size enterprises, and/or infrastructure fare collection system, among others.

5.9.3 Development of Framework

(1) Set assumptions such as projected population, size of development area, land use plan, and phasing plan, among others.

(2) Develop Japan Oriented Park strategy.

5.10 Smart Medical Park Study

High quality of medical care and education will be attractive factor for people. The contents of smart medical park are anticipated with the following items;

(1) Hospital IT system based on omics science

(2) Training simulator

(3) Portable diagnosis tool, etc

5.10.1 to 5.10.3 shall be conducted as the scope of work for this section.

5.10.1 Potential for Research Collaboration

Research university, institute, and hospital in Philippines with potential for future collaboration for the installation of above items.

5.10.2 Regulation Research

Research regulation and identify obstructed regulation to go ahead with the medical improvement items described in this section.

5.10.3 Facility Planning

Outline specification and cost estimation for installation of above items.

5.11 Review

BCDA have procured the CGC conceptual master plan (CMP). It is efficient way to review the process of CMDP continuously by the consultant having a thorough understanding of CMP. Detail scopes for the review work are followings;

5.11.1 Setting Review Contents

(1) Review contents shall be prepared in consideration of CGC conceptual master plan before starting of work item 5.2.1, Setting of Development Visions and Philosophy.

(2) Review contents shall be revised once work item 5.2.1 has been completed. After this revision, the contents shall be revised at the progress basis if necessary.
Before completion of CMDP, review contents shall be finalized for the use at the post CMDP development phase.

5.11.2 Review Results
(1) Review result shall be provided at the meeting between the consultant and PJIC. Anticipated meeting schedule for this will be at the time of Interim Report and Draft Final Report submission.
(2) The provided review result will be discussed in the steering committee of PJIC.
(3) The steering committee will modify CMDP as necessary based on the discussion results.

6 Goods, Facilities and Assistance to be provided by the PJIC
The PJIC shall provide the following to the consultant for implementation of the Service.
(1) To provide all available data and reports by BCDA including the following documents;
   i. Master Planning for the Clark Special Economic Zone,
   ii. Clark Green City Conceptual Master Plan (by AECOM), and
   iii. Detailed Engineering Design of the Major Road Network and Project Site Office.
(2) To assist obtaining VISA for the Service;
(3) To assist obtaining necessary information, data and documents from organizations concerned;
(4) To warrant access to the sites for the master plan; and
(5) To provide requirements for Fast Track Infrastructure Planning for the Pioneer Developments in accordance with the agreement between BCDA and private companies/organization

7 Deliverables
(1) Inception Report, work plan of the service, shall be submitted within one month after commencement of the service.
(2) Interim Report shall be submitted within 4 months after the commencement of the service.
(3) Fast Track Infrastructure Planning for the Pioneer Developments described in section 5.8 and preliminary design of infrastructure in section 5.4 shall be submitted within 5 months after the commencement of the service.
(4) Draft Final Report including drawings shall be submitted one and a half months before submission of a final report.
(5) Final Report including drawings, all outputs of services, shall be submitted within 12 months after the commencement of the service.
(6) Monthly Progress Report shall be submitted after submission of Inception Report that shall include, but not limited to, the update, accomplishment of the activities, problems encountered with the consultant, and solutions provided.

(7) Report size shall be A4 format and drawing size shall be both A3 and A1 format (6 copies). Electrical data is also required to submit with Microsoft Office format and AutoCad format not lower than its 2010 version for the documents and drawings respectively (6 electrical devices).

8 Implementation Schedule

*schedule shown below is assumed the commencement of the service is June 1st, 2016

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<td>11. Review</td>
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Key Deliverable: Δ Inception Report, Δ Interim Report, Δ Fast Track Report, Δ Final Report

9 Approved Budget for the Service

Consultancy Services for the Preparation of a Comprehensive Master Development Plan for the Clark Green City has an approved budget for the contract of Fifty Five Million and 00/100 Pesos.
The cost estimation provided in excess of the approved budget shall be automatically rejected at the opening of the proposal.

10 Schedule of Payment
In consideration of the services required under this TOR, payment to the consultant shall be made in the following manner:
(1) Fifteen percent (15%) of the contract price upon submission to an Inception Report with the PJIC’s approval
(2) Forty five percent (45%) of the contract price upon submission to Fast Track Infrastructure Planning and preliminary design of infrastructure with the PJIC’s approval.
(3) Forty percent (40%) of the contract price upon submission to a Final Report and Issuance of Certificate of Completion by the PJIC.

11 General Terms and Conditions
11.1 Alteration and Additional Works
(1) Revisions or additional works that becomes necessary due to the errors or fault of the consultant shall be done by the consultant at no additional cost to the PJIC.
(2) The PJIC may, at any time, by written notice to the consultant, issue additional instruments, make changes or alternations in the Scope of Services. If such instructions/changes/alternations require extra or services on the part of the consultant, then both parties shall mutually agree upon the corresponding compensation for it.

11.2 Ownership of Reports and Documentation
The report, drawings, documents and materials complied or prepared in the course of performance of the Services are and shall remain the absolute properties of the PJIC and shall not be used by the consultant for purpose unrelated to the contract.

12 Bid Instruction
12.1 Minimum Qualification of the consultant
(1) The minimum qualifications of the consultant are the followings. Forming a consortium is allowed for this project.
(2) The consultant must be a reputable firm with at least 20 years of engineering consulting business operation.
(3) The consultant must have all of the following track records;
- at least five track records of engineering service in Philippines in the last 10 years,
- at least five track records of engineering service in Japan in the last 10 years,
at least five track records of master plan for urban development in the southeast and east Asia including Philippine and Japan in the last 10 years
*Combining each consultant’s track record is allowed in case of a consortium.

(4) All track records specified above shall have contracted with government or equivalent government, such as government agency.

12.2 Experts to be assigned for the Service

(1) Project Manager and Assistant Project Manager
(2) Urban Planner
(3) Marketing Expert
(4) Business Development Expert
(5) Industrial Development Expert
(6) Economic and Financial Expert
(7) Land Use Plan & GIS Expert
(8) Conceptual Architect
(9) Schematic Planner
(10) District Planner & Urban Designer
(11) Logistics & Transportation Engineer
(12) Land Grading/Road Engineer
(13) Water/Sewer/Drainage Engineer
(14) Power/Telecom Engineer
(15) Environmental Expert
(16) Social Expert
(17) Others if required

12.3 Proposal

Proposal shall include at least the following descriptions;

12.3.1 The Consultant (Applicant) Information

(1) Corporate Profile / Performance
   • The latest Annual Business Income and Profile of the Applicant company
   • Organizational Chart / Management structure of the Applicant company
     (* Annual report or other related document is possible)
(2) Corporate Experiences
   • The list of work experiences done by the Consultant (the Applicant company) shall include at least 15 projects described in section 12.1 and relate to the scope of works in
section 4 in the last 10 years by accompanying with official documents which certifies the company has actually done.

- Each project shall include at least the following information:
  1. Project Name
  2. Project Site (country/area/city, size)
  3. Scope of Service
  4. Client Name
  5. Project Period (commencement and completion date)
  6. Project Contract Amount
  7. Certificate of Final Acceptance, or equivalent

(3) Organization Chart for this Project

- The chart shall include at least the following information and show each relation in case of a consortium;
  1. Representative person of the company ( * in case of a consortium, it is required for each consisting member company)
  2. Contact person of the company  ( * in case of a consortium, it is required for each consisting member company)
  3. Team Structure( * in case of a consortium, it is required for each consisting member company)
  4. Contact point on the ground if any
  5. Backup system by the Company( i.e. Headquarters ) for the Project in case any urgency / change occurs in the Project

12.3.2 The Principles of Execution

(1) Description of Understanding for this Project
(2) The Principles of the Approach of Scope of Services
(3) Schedule
(4) Placement Plan for Personnel and Person-in-charge

12.3.3 Personnel Information

Each information shall include work experiences of urban development, work experiences in Philippine and Southeast Asia, work experiences in the expertise field, language (English) level, Job history, and license.

(1) Project Manager (Leader)
(2) Assistant Project Manager (Sub Leader)
(3) Other Engineers & Experts
12.3.4 Cost Estimation

Cost estimation shall consist of at least labor, expenses, and taxes including the following details
with daily/monthly unit price, duration and subtotal. Breakdown of labor cost for each work item
(ex 5.2.1 (1) and 5.2.1 (2) shall be separated) shall be required.

1. Labor
   - Project Manager
   - Assistant Project Manager
   - Each Engineer/Expert for specific field

2. Expenses
   - Transportation (air ticket, rental car, public transportation for domestic and international)
   - Accommodation
   - Per-diem allowance
   - Communication
   - Printing
   - Courier

3. Taxes
   - Any applicable government taxes

12.4 Letter of Intent

Consultants who are interested in this tender shall submit a letter of intent (LOI). The LOI shall include a
certification that the applicant meets the minimum qualification set out in the section 12.1. If the
applicant is a consortium, the LOI shall specify the members of the consortium and their corresponding
track record. The letter of intent should be submitted under the following timeline and manner:

1. Deadline of Submission Not later than 3:00PM(UTC+8 time zone) of April 26, 2016
2. Method of Submission Email to pjic.inc@gmail.com

12.5 Request for Clarification

PJIC shall accept request for clarifications only from applicants who have duly submitted the LOI.
Requests for clarifications may be made in the following timeline and method:

1. Deadline of Submission Not later than 3:00PM(UTC+8 time zone) of April 28, 2016
2. Method of Submission Email to pjic.inc@gmail.com

Answers to the clarification sent through the above procedures will be disclosed to the public.
12.6 Proposal Submission

(1) Deadline of Submission  Not later than 3:00PM(UTC+8 time zone) of May 18, 2016
(2) Address of Submission  Mr. Yutaka YOKOYAMA
President, Philippine Japan Initiative for CGC Inc.
BCDA Corporate Center
2nd Floor Bonifacio Technology Center,
31st Street corner 2nd Avenue
Bonifacio Global City, Taguig City
Philippines
(3) Number of Proposal  Technical Proposal  Original (1), Copy (4), CD (2)
Financial Proposal  Original (1), Copy (4), CD (2)

12.6 Evaluation Procedure

Each proposal shall be evaluated in accordance with Technical Evaluation Sheet, Annex-A. Priorities of negotiating rights shall be determined based on the result of the evaluation. However, if the evaluation result of the second or lower priority consultant(s) is (are) within 2.5% compared to the result of the first priority consultant, the consultant(s) will have a maximum 2.5 points in accordance with the following criteria.

(1) Lowest consultant  :  Additional 2.5 points
(2) Not lowest price consultant(s)  :  Additional following points

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\text{[Difference from lowest price (\%)]} = \left(\frac{\text{[Proposed price]} - \text{[Lowest price]}}{\text{[Lowest price]}}\right) \times 100
\]
The PJIC will clarify each work item with the preferred bidder and may change, revise, and/or refine the each work of services. This change may include distribution of scope of service in case of a consortium.