



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 13222650
Procuring Entity CARLOS HILADO MEMORIAL STATE UNIVERSITY
Title Procurement of Consultancy Services for the Preparation of Environmental Impact Statement (EIS) and Aquisition of Environmental Compliance Certificate (ECC) for CHMSU-Binalbagan Campus
Area of Delivery Negros Occidental

Solicitation Number:	RFQ 26-425	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 34)	Associated Components	2
Classification:	Consulting Services	Bid Supplements	0
Category:	Consulting Services		
Approved Budget for the Contract:	PHP 920,000.00	Document Request List	0
Delivery Period:	180 Day/s		
Client Agency:		Date Published	03/09/2026
Contact Person:	Rowena De la Vida Prado Administrative Assistant II Mabini Street Talisay City Negros Occidental Philippines 6115 63-34-7120005 Ext.142 63-939-9296624 bac.sec@chmsu.edu.ph	Last Updated / Time	02/09/2026 10:49 AM
		Closing Date / Time	09/09/2026 17:00 PM

Description

Republic of the Philippines
CARLOS HILADO MEMORIAL STATE UNIVERSITY
Talisay City, Negros Occidental
Cell Phone #: 09205833046
bac.sec@chmsu.edu.ph
REQUEST FOR PROPOSAL/QUOTATION

PROCUREMENT OF CONSULTANCY SERVICES FOR THE PREPARATION OF ENVIRONMENTAL IMPACT STATEMENT (EIS) AND ACQUISITION OF ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) FOR CHMSU – BINALBAGAN CAMPUS

RFQ NO.: 26-425 Date: September 1, 2026
Carlos Hilado Memorial State University invites all eligible suppliers, contractors and consultants to quote the best offer for the described item in the attached Terms of Reference subject to the Terms and Conditions and within the Approved Budget for the Contract (ABC).

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit
- PhilGEPS Registration Certificate
- Latest Income/Business Tax Return
- Notarized Omnibus Sworn Statement
- Signed Terms of Reference
- Forms required as attached in this Request for Quotation

This pro-forma quotation maybe submitted through registered or electronic mail to the Procurement Management Unit / Bids and Awards Committee Secretariat at above address or email to bac.sec@chmsu.edu.ph on or before

_____ subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed; consultants who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for _____ upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
5. BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CHMSU reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, consultants' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference/Technical Specifications.

Very truly yours,

DR. MA. RIZA T. MANALO
BAC Chairperson

ITEM NO. ITEM AND DESCRIPTION QTY. UNIT UNIT PRICE TOTAL PRICE
1 Consultancy Services for the Preparation of Environmental Impact Statement (EIS) and Acquisition of Environmental Compliance Certificate (ECC) for CHMSU-Binalbagan Campus 1 Lot

Requirements indicated in the attached Terms of Reference

TOTAL

*****Nothing Follows*****

TOTAL ABC = Php 920,000.00

Procurement of Consultancy Services for the Preparation of Environmental Impact Statement (EIS) and Acquisition of Environmental Compliance Certificate (ECC) for CHMSU-Binalbagan Campus – J.J. Marquez

PR# 26-803-0812 08-12-26

INCOME 480-164-26-08 08-19-26

Instructions: See attached Terms of Reference
(Please provide complete information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name: Designation/Position: Name of Company: Address:

Telephone / Fax:

E-mail Address:

Company Tax Identification Number: _____

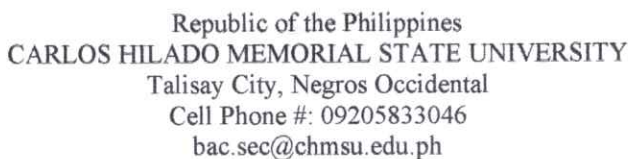
Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Consultancy Services for the Preparation of Environmental Impact Statement (EIS) and Aquisition of Environmental Compliance Certificate (ECC) for CHMSU-Binalbagan Campus	1	Lot	920,000.00

Created by Rowena De la Vida Prado

Date Created 02/09/2026

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PROCUREMENT OF CONSULTANCY SERVICES FOR THE PREPARATION OF ENVIRONMENTAL IMPACT STATEMENT (EIS)
AND ACQUISITION OF ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) FOR CHMSU – BINALBAGAN CAMPUS

Date: September 1, 2026

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the Procurement Management Unit / Bids and Awards Committee Secretariat at above address or email to **bac.sec@chmsu.edu.ph** on or before _____ subject to the following *Terms and Conditions*:

- Very truly yours,
- 
DR. MA. RIZA T. MANALO
BAC Chairperson

Instructions: See attached Terms of Reference

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

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Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____



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26-425

Project Management Unit

TERMS OF REFERENCE

Procurement of Consultancy Services for the Preparation of the Environmental Impact Statement (EIS) and Environmental Compliance Certificate (ECC) Acquisition for Carlos Hilado Memorial State University - Binalbagan Campus

PROJECT LOCATION: CHMSU-Binalbagan Campus, Barangay Enclaro, Municipality of Binalbagan, Negros Occidental

ABC: P 920,000.00

DURATION: 180 Calendar Days

1. BACKGROUND

Carlos Hilado Memorial State University (CHMSU) is a state university established under Republic Act No. 11336. CHMSU - Binalbagan Campus intends to secure the required environmental compliance documents for its existing and/or proposed campus development activities. This is consistent with the University's commitment to environmental protection, regulatory compliance, sustainable campus development, and responsible implementation of academic, research, extension, and infrastructure initiatives.

The Philippine Environmental Impact Statement System, established under Presidential Decree No. 1586, requires environmentally critical projects and projects located in environmentally critical areas to undergo appropriate environmental impact assessment. DENR Administrative Order No. 2003-30 and its Revised Procedural Manual provide the implementing procedures for the Philippine EIS System, including the preparation and review of EIA documents and the processing of ECC applications.

Considering the technical nature of EIS preparation and ECC processing, CHMSU requires the services of a qualified environmental consultant or consulting firm to conduct the necessary site assessment, baseline studies, stakeholder documentation, report preparation, regulatory coordination, and application assistance with the Department of Environment and Natural Resources - Environmental Management Bureau (DENR-EMB).

This consultancy shall support CHMSU in ensuring that the Binalbagan Campus is compliant with applicable environmental laws and requirements and that its current and future development activities are properly assessed, managed, and aligned with sustainable development principles.

2. OBJECTIVES OF THE CONSULTANCY

2.1 General Objective

To procure the services of a qualified environmental consultant or consulting firm to prepare, process, and provide technical assistance for the EIS and ECC application of Carlos Hilado Memorial State University - Binalbagan Campus.



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2.2 Specific Objectives

2.2.1 Prepare the required Environmental Impact Statement and supporting documents for CHMSU - Binalbagan Campus;

2.2.2 Facilitate and assist in the ECC application process with the DENR-EMB;

2.2.3 Conduct necessary environmental baseline studies, site assessments, stakeholder consultations, and documentation;

2.2.4 Identify potential environmental impacts of existing and/or proposed campus development activities;

2.2.5 Recommend appropriate mitigation, enhancement, monitoring, and environmental management measures;

2.2.6 Assist CHMSU in responding to DENR-EMB comments, revisions, and additional requirements; and

2.2.7 Provide technical assistance until the ECC is issued or until the applicable regulatory process is completed.

3. SCOPE OF WORK AND SERVICES

The consultant shall provide professional and technical services necessary for the preparation, submission, processing, and approval assistance of the EIS and ECC application. The scope of work shall include, but shall not be limited to, the following:

3.1 Project Inception and Document Review

- Conduct an inception meeting with CHMSU officials, end-users, technical personnel, and designated focal persons;
- Review available campus documents, plans, maps, permits, records, and other relevant materials;
- Determine data gaps and additional documentary requirements;
- Prepare an inception report, methodology, detailed work plan, coordination plan, and implementation schedule.

3.2 Site Inspection and Environmental Assessment

- Conduct site inspection and field assessment at CHMSU - Binalbagan Campus;
- Assess existing land use, facilities, drainage, wastewater, solid waste management, traffic access, utilities, laboratories, and other relevant campus operations;
- Document existing environmental conditions through photographs, site notes, maps, and other appropriate records;
- Identify possible environmental risks, compliance gaps, and areas requiring management intervention.



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3.3 Environmental Baseline Studies

- The consultant shall conduct or facilitate environmental baseline studies relevant to the project classification and DENR-EMB requirements. These may include, as applicable:
- Physical environment: land use, topography, drainage, soil and geological conditions, hydrology, water resources, air quality, noise level, climate, and geohazard considerations;
- Biological environment: vegetation, flora, fauna, habitats, and ecologically sensitive areas, if any;
- Socio-economic environment: host community profile, nearby land uses, potentially affected stakeholders, community concerns, and institutional context;
- Campus operations: solid waste, wastewater, laboratory or hazardous waste, chemical handling, traffic, water use, energy use, and environmental health and safety practices.

3.4 Preparation of the Environmental Impact Statement

The consultant shall prepare the EIS in accordance with applicable DENR-EMB requirements. The EIS shall include, as applicable:

- Executive Summary;
- Project Description;
- Legal and Institutional Framework;
- Baseline Environmental Conditions;
- Impact Assessment and Prediction;
- Environmental Risk Assessment, if required;
- Environmental Management Plan;
- Environmental Monitoring Plan;
- Stakeholder Consultation and Social Development Measures, if required;
- Emergency Preparedness and Contingency Measures;
- Institutional Arrangements; and
- Annexes, maps, laboratory results, photographs, attendance sheets, certifications, and other supporting documents.

3.5 Coordination with DENR-EMB and Concerned Agencies

- Coordinate with the appropriate DENR-EMB office to validate the applicable EIA and ECC requirements;
- Assist CHMSU in determining the appropriate documentary submission based on DENR-EMB project classification and screening;
- Prepare and organize documentary requirements for submission;
- Attend meetings, technical conferences, scoping activities, consultations, or hearings, if required;
- Prepare responses to comments, clarifications, revisions, and additional documentary requirements.



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3.6 Stakeholder Consultation and Public Participation

If required by DENR-EMB, the consultant shall assist CHMSU in conducting and documenting stakeholder consultation, public scoping, technical scoping, or public hearing. This shall include preparation of materials, coordination with concerned offices, documentation of proceedings, and preparation of a summary of issues raised and responses provided.

3.7 ECC Application Assistance

- Prepare the complete ECC application package;
- Compile and organize all supporting documents;
- Assist in the filing, uploading, or submission of documents through the appropriate DENR-EMB system or office;
- Monitor the status of the application;
- Prepare revisions and response matrices, as required;
- Provide assistance until the ECC is issued.

4. EXPECTED OUTPUTS AND DELIVERABLES

All deliverables shall be signed by the authorized Consultant and responsible professionals and shall be submitted in printed and editable electronic formats. Printed copies shall be submitted in 5 copies, while electronic copies shall be submitted in Word, PDF, Excel, GIS/map files, and other editable formats, as applicable.

Deliverable	Description
Inception Report and Work Plan	Methodology, timeline, data requirements, coordination plan, and implementation schedule
Document Review Summary	Summary of reviewed documents, identified gaps, and additional data requirements
Site Assessment Report	Findings from site inspection, environmental observations, photographs, and initial compliance assessment
Environmental Baseline Report	Baseline data and analysis on physical, biological, and socio-economic environments
Draft Environmental Impact Statement	Complete draft EIS for CHMSU review
Stakeholder Consultation Documentation	Attendance sheets, minutes, photographs, summary of issues, and responses, if applicable



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Deliverable	Description
Final Environmental Impact Statement	Revised EIS incorporating CHMSU and DENR-EMB comments
Environmental Management Plan	Mitigation, management, enhancement, institutional, and compliance measures
Environmental Monitoring Plan	Monitoring parameters, frequency, responsible units, and reporting requirements
Complete ECC Application Package	Final documents ready for submission to DENR-EMB
Response to DENR-EMB Comments	Written responses, revisions, and supporting documents based on DENR-EMB review
Final Completion Report	Summary of completed activities, submitted documents, pending items, and final status of ECC application
Environmental Compliance Certificate	Acquisition of ECC

5. QUALIFICATIONS OF THE CONSULTANT OR CONSULTING FIRM

- 5.1 Must be legally established and eligible to participate in government procurement of consulting services under Republic Act No. 9184, its IRR, and the applicable Philippine Bidding Documents.
- 5.2 Must hold a valid PhilGEPS Certificate of Registration and other eligibility documents required in the bidding documents.
- 5.3 Must have experience in the preparation of EIA and have a team that satisfies the applicable training requirements for the required report type.
- 5.4 Must have qualified technical personnel such as environmental scientists, engineers, geologists, GIS specialist or other relevant experts;
- 5.5 Must have at least three (3) years of demonstrated experience in environmental assessment, ECC processing, environmental permitting, or related regulatory consultancy in the Philippines.
- 5.6 Must have at least three (3) similar assignments within the last ten (10) years, at least one (1) of which involved an ECC application processed by a DENR-EMB regional or central office. Similar experience involving educational campuses, institutional facilities, tourism related, government projects, laboratories, fisheries, wastewater, or multi-component developments is preferred.
- 5.7 Must have a physical office within Negros Island Region.



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6. REQUIRED KEY PERSONNEL

Position	Minimum Qualifications	Principal Functions
Project Director / Team Leader / Lead EIA Preparer	Relevant bachelor's degree; postgraduate degree preferred; EIA preparer or firm-authorized lead; at least 3 years relevant experience; led at least three ECC/EIA assignments.	Overall accountability, regulatory strategy, technical integration, client and DENR-EMB coordination, report certification.
Environmental Management / EIA Specialist	Degree in environmental science, environmental management, engineering, biology, chemistry, geology, or related field; at least 3 years' experience.	EIA methods, impact assessment, EMP, permit interfaces, report integration.
Civil / Sanitary Engineer	Valid PRC license; at least 3 years relevant experience.	Site development, drainage, water, wastewater, utilities, pollution-control systems, design review.
Geologist / Geotechnical Specialist	Relevant PRC license or recognized technical qualification; at least 3 years' experience.	Geology, geohazards, flood and climate risk, hazard assessment, resilience measures.
Social Impact / Stakeholder Engagement Specialist	Degree in sociology, anthropology, community development, public administration, communication, or related field; at least 3 years' experience.	Social baseline, consultation, grievance and issue management, public participation.

7. RESPONSIBILITIES OF THE CONSULTANT

7.1 Conduct all required technical studies, assessments, consultations, and documentation necessary for the EIS and ECC application;

7.2 Ensure the accuracy, completeness, consistency, and technical soundness of all reports and documents;

7.3 Coordinate with CHMSU, DENR-EMB, LGU, and other concerned offices;

7.4 Attend meetings, site visits, technical conferences, consultations, and hearings, if required;

7.5 Prepare, revise, and finalize the EIS and all supporting documents;

7.6 Respond to comments, findings, and additional requirements from CHMSU and DENR-EMB;

7.7 Submit deliverables within the approved timeline;

7.8 Ensure compliance with applicable environmental regulations and DENR-EMB requirements;

7.9 Maintain confidentiality of all data and documents provided by CHMSU;

7.8 Assign qualified personnel and ensure their availability throughout the contract duration;

7.9 Secure prior written approval from CHMSU before replacing any key personnel;

7.10 Provide regular progress updates to CHMSU.



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8. RESPONSIBILITIES OF CHMSU

- 8.1 Provide available campus documents, maps, plans, permits, records, and other relevant data;
- 8.2 Designate an official focal person to coordinate with the consultant;
- 8.3 Facilitate access to the campus, buildings, facilities, and project sites;
- 8.4 Assist in coordination with campus officials, personnel, students, LGU, and stakeholders, as needed;
- 8.5 Review and provide comments on consultant outputs within a reasonable period;
- 8.6 Provide institutional decisions, approvals, and signatures required for the ECC application;
- 8.7 Support the conduct of consultations, meetings, and documentation activities.

9. PROJECT DURATION AND TIMELINE

The consultancy shall be completed within 180 calendar days from receipt of the Notice to Proceed, subject to the review timeline of DENR-EMB and the timely submission of required information and documents.

Activity	Deliverable	Indicative Timeline
Formulation of Project Description of Carlos Hilado Memorial State University-Binalbagan Campus	EIA Work plan and final Project description	Week 1-2
Creation of Powerpoint presentation for the conduct of community/public consultation/Information Education campaign	Hard copy of PowerPoint presentation that will be used for community/public consultation/information education campaign (IEC)	Weeks 1-2
Conduct of Initial Perception Survey/IEC for community/public consultation	Final EIA Work Plan Final project description Final PowerPoint presentation (hard copy) Initial Perception Survey Report	Weeks 1-5
Submission of Initial Document for Public Scoping Schedule Request	Receiving copy letter from DENR-EMB NIR requesting Public Scoping Schedule	
Completion of Memorandum of agreement with PICHE-NOC or designated Environmental Fund Manager	Notice of Public Scoping	Weeks 4-8
Conduct of Public Scoping with DENR-EMB and Review Committee	Public Scoping Report	Weeks 8-12
Conduct of Technical Scoping with DENR-EMB and Review Committee	EMB Project Screening Form for Educational Institution	Weeks 12-13
Baseline Data gathering based on Project Screening Form Requirements from DENR-EMB NIR	Water quality Laboratory analysis, Noise Quality reports, Biodiversity inventory, Geohazard identification, liquefaction, and flood assessment	Weeks 13-18
Formulation of Draft Environmental and Social Impact Assessment	Draft EISS manuscript from DENR-EMB NIR including annexes	Weeks 16-18
Conduction of 2 nd Deliberation (hosted by DENR-EMB NIR) with review committee	Submitted 2 nd draft of EISS manuscript and receiving copy of communication letter	Weeks 18-20



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Activity	Deliverable	Indicative Timeline
Conduct of Public Hearing	Revised copy of EISS manuscript with Executive summary in English and Filipino Notice of Public Hearing	Week 20-22
Final submission of EISS document, Final executive summary Payment for the ECC application	Final Completion Report and Issued ECC	Upon completion
Turnover	Final EISS document with annexes and 4 copies of Environmental Compliance Certificate (ECC)- Hard and soft copies Final orientation for ECC conditions and compliance reporting	Upon completion

NOTE: The Consultant or Consulting Firm shall prepare and submit a detailed Gantt Chart indicating the project implementation schedule, key milestones, deliverables, and timelines for the entire duration of the consultancy services.

10. APPROVED BUDGET OF THE CONTRACT (ABC)

The Approved Budget for the Contract is NINE HUNDRED TWENTY THOUSAND pesos (PHP 920,000.00), inclusive of applicable taxes and all costs necessary for the completion of the consultancy services.

The ABC shall cover, as applicable, professional fee for ECC, technical studies, Geohazard Investigation Report, Traffic Assessment Survey, Environmental Fund for EIS Preparation, site visits, fieldwork, mapping, documentation, consultation assistance, coordination meetings, reproduction of required reports, administrative costs, logistical expenses, payment for penalties of operating without ECC (if applicable) and other necessary expenses directly related to the completion of the consultancy.

Government filing fees, regulatory processing fees, publication fees, laboratory analysis fees, or public consultation expenses shall be included in the contract price.



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11. PAYMENT TERMS

Payment shall be made only after written acceptance of the relevant deliverables, submission of a valid billing statement and required supporting documents, and compliance with applicable accounting, taxation, and auditing requirements. CHMSU may withhold the portion corresponding to incomplete or deficient work.

Milestone	Deliverable	Payment Percentage
1	Submission and acceptance of Final EIA Work Plan	40%
	Final project description	
	Final PowerPoint presentation (hard copy)	
	Submission and acceptance of Initial Perception Survey Report	
2	Receiving copy letter from DENR-EMB NIR requesting Public Scoping Schedule	60%
	Notice of Public Scoping	
	Public Scoping Report	
	EMB Project Screening Form for Educational Institution	
	Water quality Laboratory analysis, Noise Quality reports, Biodiversity inventory, Geohazard identification, liquefaction, and flood assessment	
	Submission of Draft EISS manuscript from DENR-EMB NIR including annexes	
	Submitted 2 nd draft of EISS manuscript and receiving copy of communication letter	
	Revised copy of EISS manuscript with Executive summary in English and Filipino	
	Notice of Public Hearing	
	Final Completion Report and issued ECC	
	Final EISS document with annexes and 4 copies of Environmental Compliance Certificate (ECC)-Hard and soft copies	
	Final orientation for ECC conditions and compliance reporting	



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12. EVALUATION AND SELECTION CRITERIA

The recommended method is Quality-Cost Based Evaluation. The BAC shall finalize all criteria, documentary requirements, formulas, and scoring rules in the Request for Expression of Interest, Bid Data Sheet, and applicable Philippine Bidding Documents. The following technical criteria are recommended for this assignment:

Criterion	Evaluation Considerations	Weight
A. Relevant Experience of the Consultant	Experience in ECC/EIA assignments; similarity, complexity, regulatory office, institutional or campus projects, and satisfactory completion.	20 points
B. Technical Approach, Methodology, and Work Plan	Understanding of assignment; coverage-screening strategy; EIA methods; field and laboratory plan; stakeholder approach; regulatory processing; schedule; risk management; QA/QC; Innovation and feasibility.	30 points
C. Qualifications and Competence of Key Personnel	Education, licenses, EMB registration, relevant assignments, years of experience, availability, and suitability of the proposed team.	35 points
D. Project Management, Quality Assurance, and Knowledge Transfer	Organization, staffing controls, document management, independent review, reporting, continuity, data turnover, and CHMSU orientation.	15 points
TOTAL TECHNICAL SCORE		100 points



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12.1 Point-based Criterion Scoring Rubric and Required Supporting Documents

A. RELEVANT EXPERIENCE OF THE CONSULTANT/FIRM (20 POINTS)

Evaluation Consideration	Scoring Guide	Maximum Points	Required Supporting Documents
Experience in EIS/ECC Assignments	Consultant has at least three (3) years of demonstrated experience in environmental assessment, ECC processing, environmental permitting, or related regulatory consultancy.	10	Company Profile / Statement of Experience; List of Environmental Consultancy Projects; Contracts, Notices of Award, Certificates of Completion/Acceptance, or similar proof of engagement.
Similar Assignments	Consultant has completed at least three (3) similar assignments within the last ten (10) years, including at least one (1) ECC processed by a DENR-EMB Regional or Central Office.	10	List of Similar Projects; Contract/NOA; Certificate of Completion or Acceptance; ECC and/or DENR-EMB approval/processing documents.

B. TECHNICAL APPROACH, METHODOLOGY, AND WORK PLAN (30 POINTS)

Evaluation Consideration	Scoring Guide	Maximum Points	Required Supporting Documents
Understanding of the Assignment	Demonstrates a comprehensive understanding of the project objectives, regulatory requirements, and site conditions – 5 pts Adequate understanding – 3 pts The proposal fails to demonstrate sufficient understanding – 0 pt	5	Technical Proposal – Understanding of the Assignment / Project.
Technical Approach and Methodology	Methodology is comprehensive, responsive to the TOR, and compliant with DENR-EMB requirements – 10 pts Methodology is acceptable but lacks some details – 7 pts Methodology is inadequate – 0 pt	10	Technical Proposal – Technical Approach and Methodology.



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Project Management Unit

Work Plan and Implementation Schedule	Detailed, realistic, and achievable work plan with clear timelines and milestones – 5 pts Adequate work plan with minor deficiencies – 3 pts Incomplete work plan – 0 pt	5	Detailed Work Plan; Implementation Schedule / Gantt Chart.
QA/QC and Risk Management	Comprehensive QA/QC procedures and risk management strategy – 5 pts Adequate QA/QC and risk management – 3 pts Not adequately addressed – 0 pt	5	Technical Proposal - QA/QC Plan and Risk Management Plan
Overall Feasibility	Proposal is practical, well-organized, and demonstrates ability to complete the assignment – 5 pts Generally feasible with minor weaknesses – 3 pts Not feasible – 0 pt	5	Complete Technical Proposal, Work Plan, and Implementation/Management Plan.

C. QUALIFICATIONS AND COMPETENCE OF KEY PERSONNEL (35 POINTS)

Evaluation Consideration	Scoring Guide	Maximum Points	Required Supporting Documents
Project Director / Team Leader	Meets or exceeds the required qualifications and relevant experience – 15 pts Meets minimum qualifications – 10 pts Does not meet minimum qualifications – 0 pt	15	Signed CV/Personal Data Sheet; PRC License/ID where applicable; Certificates of Employment / Experience; relevant training certificates; other proof of qualifications.
Environmental Management / EIA Specialist	Meets or exceeds required qualifications and experience – 10 pts Meets minimum qualifications – 7 pts Does not meet minimum qualifications – 0 pt	10	Signed CV/Personal Data Sheet; PRC License/ID where applicable; Certificates of Employment / Experience; relevant EIA/environmental training certificates.
Other Key Personnel (Civil/Sanitary Engineer, Geologist, Social Impact Specialist, GIS Specialist, etc.)	Complete team with all required qualifications and experience – 10 pts Minor deficiencies in qualifications or composition – 7 pts Major deficiencies – 0 pt	10	Signed CVs/Personal Data Sheets; PRC Licenses/IDs where applicable; Certificates of Employment / Experience; relevant credentials/training certificates.



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Project Management Unit

D. PROJECT MANAGEMENT, QUALITY ASSURANCE, AND KNOWLEDGE TRANSFER (15 POINTS)

Evaluation Consideration	Scoring Guide	Maximum Points	Required Supporting Documents
Project Management and Organization	Well-defined organizational structure and project management system – 7 pts Adequate organization – 3 pts Poor organization – 0 pt	7	Organizational Chart; Project Management/Organization Plan; roles and responsibilities of team members.
Reporting, Quality Management, and Knowledge Transfer/Turnover	Clear QA/QC procedures, reporting system, document control, and knowledge transfer/turnover plan – 8 pts; Adequate procedures and turnover arrangements – 4 pts; Not adequately addressed – 0 pt	8	QA/QC Plan; Reporting and Document Control Procedures; Knowledge Transfer and Turnover Plan; Proposed Orientation/Briefing Plan

12.2 Recommended Passing Score and Combined Weight

- Minimum qualifying technical score: seventy-five (75) points out of one hundred (100).
- Technical proposal weight: seventy percent (70%).
- Financial proposal weight: thirty percent (30%).
- The financial proposal shall not exceed the ABC and shall include all taxes, duties, fees, levies, and charges required by the Bidding Documents.
- The Consultant with the highest combined score, subject to successful negotiations, post-qualification, and responsiveness requirements, shall be recommended for award in accordance with applicable procurement rules.

12.3 Shortlisting Considerations

- Applicable experience of the firm and proposed association or joint venture;
- Qualifications of principal and key staff;
- Current workload relative to capacity;
- Record of satisfactory performance and absence of material contract defaults;
- Experience with DENR-EMB ECC processing and projects of comparable environmental complexity.

13. CONFIDENTIALITY AND OWNERSHIP OF OUTPUTS

All data, documents, maps, reports, photographs, studies, analyses, raw data, electronic files, and other outputs produced under this consultancy shall be the property of Carlos Hilado Memorial State University.

The consultant shall not disclose, reproduce, publish, distribute, or use any project-related information or output without prior written consent from CHMSU. This obligation shall remain in effect even after the completion or termination of the contract.



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Project Management Unit

14. CONTRACT MANAGEMENT AND REPORTING

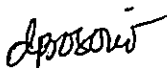
The consultant shall coordinate directly with **ENGR. JUN-JUN J. MARQUEZ**, Director, Project Management Unit and General Services Unit. Progress meetings shall be conducted as needed.

The consultant shall submit written progress updates indicating activities completed, issues or concerns encountered, documents submitted, pending requirements, next steps, and assistance needed from CHMSU.

15. RESERVATION CLAUSE

CHMSU reserves the right to reject any or all proposals, waive minor defects, accept the proposal most advantageous to the University, or discontinue the procurement process in accordance with applicable procurement rules and regulations.

Prepared by:


Engr. Desire O. Chavez
Project Development Officer III


Engr. Jun-Jun J. Marquez
Director, Project Management Unit

CONFORME:

Name of Service Provider

Signature of Authorized Representative

Designation

Date



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**PROCUREMENT OF CONSULTANCY SERVICES FOR THE PREPARATION OF
ENVIRONMENTAL IMPACT STATEMENT (EIS) AND ACQUISITION OF ENVIRONMENTAL
COMPLIANCE CERTIFICATE (ECC) FOR CHMSU – BINALBAGAN CAMPUS**

Procuring Entity	Carlos Hilado Memorial State University
Address	Mabini Street, Bry. Zone 1, Talisay City, Negros Island Region, Philippines
Project Name	Procurement of Consultancy Services for the Preparation of Environmental Impact Statement (EIS) and Acquisition of Environmental Compliance Certificate (ECC) for CHMSU-Binalbagan Campus
Approved Budget for the Contract	Nine Hundred Twenty Thousand Pesos (₱ 920,000.00) inclusive of all applicable government taxes and service charges
Whom to Address the Proposal	DR. MA. RIZA T. MANALO Chairperson, Bids and Awards Committee Carlos Hilado Memorial State University Thru: ENGR. SHERWIN R. ILIGAN Bids and Awards Committee Secretariat Carlos Hilado Memorial State University
Documents to be Submitted	Eligibility Documents - PhilGEPS Registration Certificate - Mayor's/Business Permit in case of firm - BIR Certificate of Registration in case of individual - Latest Business Tax Return in case of firm - Latest Income Tax Return in case of individual - Accomplished Omnibus Sworn Statement (<i>Use Form A</i>) Technical Proposal a. Cover Letter b. Company Profile c. List of all completed government and private contracts, including contract/s awarded but not yet started, if any, which is/are similar to the project to be bid (<i>Use Forms B and C</i>) d. Duly accomplished Project Team Information Sheet that outlines the team's composition and work distribution (<i>Use Form D</i>) e. Curriculum Vitae of Project Team Lead and Members (<i>Use Form E</i>) f. Description of the Methodology and Work Plan for performing the project g. All other requirements as stipulated in the Terms of Reference Financial Proposal Financial Proposal with cost breakdown

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____day of ____, 20__at _____, Philippines.

Offeror's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at ____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of _____.

Statement of Completed Contracts

This is to certify that _____ has the following completed contracts from 2015 to present:

Name/Title of Contract	a. Client's Name b. Client's Address c. Client's Contact No.	Nature of Work/Brief Description of Project	a. Date Awarded (Month and Year) b. Date Started (Month and Year) c. Date Completed (Month and Year)	Amount of Awarded Contract
GOVERNMENT				
PRIVATE				

Submitted by:

Name of Representative of Offeror
Position

Date: _____

Instructions:

- a) Cut-off date: The day before the deadline of submission of offers/proposals.
- b) Contracts that are similar to the project being procured in terms of nature and amount shall be prioritized for inclusion in the list.

Statement of Ongoing and Awarded But Not Yet Started Contracts

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Name/Title of Contract	a. Client's Name b. Client's Address c. Client's Contact No.	Nature of Work/Brief Description of Project	a. Date Awarded (Month and Year) b. Date Started (Month and Year) c. Date of Completion (Month and Year)	Percentage Completion		Amount of Uncompleted Portion of the Contract
				Planned	Actual	
GOVERNMENT						
PRIVATE						

Submitted by:

Name of Representative of Offeror Position
Date: _____

Instructions:

- a) State all ongoing contracts including those awarded but not yet started which may be similar or not similar to the project called for procurement.
- b) Cut-off date: The day before the deadline of submission of offers/proposals.

Project Team Information Sheet

Name	Position inProject Team	Role or Tasking

Full Name and Signature of Offeror’s Representative
Date: _____

Format of Curriculum Vitae

Position in the Proposed Project Team: _____

Name of Firm/Entity: _____

Name: _____

Profession: _____

Date of Birth: _____ Nationality: _____

Years with Firm/Entity: _____

Assigned Tasks/Role in the Proposed Project Team:

Key Qualifications

Outline experience and training relevant to the project/engagement. Include dates (in months and years) with detailed description/discussion on the nature and scope of work handled. Describe the degree of responsibility held on previous projects and give dates and locations.

Education

Summarize college/university and other specialized education. Identify the names of schools, inclusive dates attended, and degrees obtained.

Professional License/s and Eligibilities

State all applicable professional licenses/eligibilities, date and place of conferment, license number and validity), and name of appropriate body regulating the practice the stated profession and/or allied profession.

Employment Record/Contracts/Projects

*Starting with the present position, list all employment positions held after graduation. Give specific dates/duration, names of employers, titles of positions held, and project location/address. For work experience (in at least last seven years for team leader and in at least last five years for team members), also indicate role played and types of activities performed and client references, where appropriate. **Failure to indicate details of role and duration shall merit zero points.***

Trainings Attended

Summarize trainings/seminars attended as a participant. Indicate the topic and duration in terms of hours/days.

Certification

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Full Name and Signature of Concerned Project Team Staff

Date: _____