



# **City Economic Management and Cooperative Development Office**

## **External Services**



## 6. Facilitation of GSC Unsolicited PPP Projects

This process includes the facilitation and the processing of all Unsolicited PPP Projects from receipt to publication and project initiation under Ordinance

<b>Office or Division:</b>	City Economic Management and Cooperative Development Office (CEMCDO)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Private Investors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Cover Letter (Format) - signifying the clients' interest to undertake the Unsolicited Project Proposal		City Economic Management and Cooperative Development Office, PPP Technical Working Group, 3rd Floor, General Santos City Investments Action Center		
2. Company Profile (Format)				
3. Feasibility Study (Format)				
4. Draft Contract				
<b>How to avail of the services</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Meet with the PPP TWG/CC to present the Private Sector Proponent's proposal.	Meet with clients and discuss the summary of their study. Submit a project checklist to the client that they will comply in order to begin their proposal.	None	2 hours	<i>PPP Technical Working Group (PPP-TWG) or PPP Coordinating Center (PPP-CC)</i>
2. Submission of the Unsolicited Proposal which must be accompanied by the requirements set forth in the checklist.	The City Mayor shall receive the Unsolicited Proposal (UP). He shall convene the Selection Committee to initially evaluate the project.	None	Within 5 working days from receipt of UP	<i>City Mayor's Office PPP-Selection Committee (Refers to the Dept. Heads involved in the nature of the project)</i>
3	Evaluation of the UP by PPP-TWG The UP will be endorsed by the PPP-SC to the TWG to evaluate the project as to its completeness. The TWG shall thereafter recommend to the JV-SC appropriate action	None	Within 10 days from receipt of endorsement.	<i>PPP Technical Working Group (PPP-TWG)</i>



	(compliance or non-compliance of UP)			
4	Final Evaluation of the UP The PPP-SC will determine whether the Unsolicited Proposal is approved. The PPP-SC may meet with PSP only for the purpose of seeking clarificatory answers and not to negotiate the terms of the UP.	None	Within 5 working days from receipt of recommendation by PPP-TWG	<i>PPP-Selection Committee</i>
5	Acceptance/Non-Acceptance by the Mayor of the UP The Mayor shall issue either a "Certificate of Acceptance" or "Non-Acceptance" if the submitted proposal is accepted or rejected for Detailed Negotiations.	None	Within 5 working days from the receipt of recommendation from the PPP-SC	<i>City Mayor's Office</i>
6	Public Consultations Should the mayor approve the PPP-SC's recommendation, the latter shall conduct at least one public consultation with identified stakeholders regarding the Unsolicited Proposal.	None	Within 2 weeks upon approval of by the Mayor	<i>PPP-Selection Committee</i>
7.	Conformity by PSP Upon receipt and signing of the Certificate of Acceptance, the PSP thereby becomes the Original Proponent (OP-PSP) and no other UPs will be evaluated for the time being.	None	Within 2 working days from receipt of copy of Certificate of Acceptance.	<i>OP-PSP</i>
8	Multiple Unsolicited Proposals If there are	None	The Mayor's decision should be	<i>City Mayor's Office</i>



	more than one UPs submitted under the same Project, the mayor can either reject all proposals to pursue selection or accept the UP that is complete and is more advantageous to the city.		within 3 days of receipt.	<i>PPP-Selection Committee</i>
9	Detailed Negotiations At this point, the Original Proponent is notified in writing about the commencement of the Detailed Negotiations.	None	Within 2 working days from receipt of the signed Certificate of Acceptance from the OP PSP.	<i>PPP-Selection Committee</i>
10.	Scope of Detailed Negotiations The PPP-SC and OP-PSP will begin negotiations concerning the technical and financial aspects, and establish terms of reference in which the City Mayor shall approve.	None	Negotiations to be completed in not more than 30 working days from receipt of Notice by the OP PSP.	<i>PPP-Selection Committee OP-PSP</i>
11	Action of the City Mayor The Mayor shall either approve or reject the Terms of the Agreement negotiated by the PPP-SC and the OP-PSP.	None	Within 3 working days from the receipt of the recommendation from the PPP-SC.	<i>City Mayor's Office</i>
12	Non-Agreement Should both parties not reach any agreement during negotiations, the City Mayor may reject the proposal in writing. The study may be pursued through other Modalities, or a proposal can be accepted from other PSPs.	None		<i>City Mayor's Office PPP-Selection Committee</i>
13.	Issuance of Joint Certification Should an agreement be entered into by the parties, a Joint Certification shall be issued which shall commence the Challenge Phase of the project.	None	Within 10 working days from approval by the Mayor	<i>PPP-Selection Committee OP-PSP</i>
14	Competitive Challenge Phase The PPP-SC shall prepare tender documents for the Competitive	None	Within 30 working days from the signing of Joint Certification	<i>PPP-Selection Committee</i>



	Challenge based on the agreed Terms.			
15	Approval of the Mayor The Mayor shall approve and affix his conformity on the tender documents and draft Contract. The Mayor may introduce formal amendments to the tender documents provided there is no substantive deviation from the agreed Terms.	None	Within 5 working days from receipt of the documents from the PPP-SC	<i>City Mayor's Office</i>
16	Publication of Invitation The Proposal shall be published in one (1) newspaper of general circulation for 15 days and posted in at least two (2) conspicuous places and official website of the city, for the invitation of comparative proposals.	None	LOI/EOIs must be submitted within 20 working days from the last date of publication.	<i>PPP-Selection Committee</i>
17. Posting of Bid Security The OP-PSP shall post the proposal security at the date of the first day of the publication of the invention for comparative proposals in the amount and form stated in the tender documents.		As determined by the PPP-SC	1 day, at the day of the first publication.	<i>OP-PSP</i>
18	Action if No Challenger If no Letter of Intent (LOI) or Expression of Intent (EOI) is submitted by any other PSP, the OP PSP shall be awarded the Contract for the Project. (Proceed to Step 28)	None	Within 20 working days after the last publication day.	<i>PPP-Selection Committee</i>



19	Release of Tender Documents If there is/are EOI/LOI(s) submitted within the period set, the PPP-SC shall furnish the interested PSPs the tender documentations for the competitive challenge after paying the required amount set by the PPP-SC.	As determined by the PPP-SC	Within 20 working days after the last publication day.	<i>PPP-Selection Committee</i>
20.	Pre-selection Conferences The PPP-SC shall Conduct a meeting and pre-selection conference with the OP-PSP and other PSPs.	None	All meetings shall be conducted within 10 days from the last submission of LOIs.	<i>PPP-Selection Committee OP-PSP Other PSPs</i>
21	Eligibility Considerations The PPP-SC shall determine the eligibility of the other PSPs. Only those determined to be eligible will be allowed to submit comparative proposals. The JV-SC shall notify the PSPs determined to be eligible and ineligible. The JV-SC shall prepare a resolution justifying its action.	None	Within 10 working days from the last submission of LOIs.	<i>PPP-Selection Committee</i>
22.	Appeal the disqualified PSPs may file an appeal with the Mayor. The City Mayor shall evaluate and decide the appeal(s). The Mayor shall issue a written resolution in support of his action.	None	Within 5 working days from the receipt of notice of appeal.	<i>City Mayor's Office Disqualified PSPs</i>
23.	Submission of Comparative Proposals The eligible challengers/ other PSPs shall submit their comparative proposals on the financial and	None	Within 30 working days from the receipt of notice.	<i>Eligible PSPs</i>



economic aspect of the project as stated in the tender documents. The challengers must agree to the technical aspects of the tender documents.				
24	Evaluation The PPP-SC shall evaluate the comparative proposals. In the evaluation of proposals, the best offer shall be determined to include the original proposal of the OP-PSP.	None	Within 10 working days from the receipt of comparative proposals.	<i>PPP-Selection Committee</i>
25	Notice to OP-PSP If the challenging PSP offers a better and a more advantageous proposal than the negotiated terms with the OP-PSP, the OP-PSP shall be given the right to match the superior offer.	None	The OP-PSP will be notified within 5 working days from the determination by the PPP-SC that there is a superior offer.	<i>PPP-Selection Committee</i>
26. Right to Match The OP-PSP has the right to match the offer. Should no matching offer be received, the project shall be awarded to the challenger submitting the most advantageous proposal. If a written matching offer is received, the project shall	The PPP-SC shall award the project to the challenger submitting the most advantageous proposal. If the OP-PSP submitted a matching offer, the project must be awarded to him	None	Within 10 working days from receipt of notice.	<i>OP-PSP PPP-Selection Committee</i>



be awarded to the OP-PSP.				
27	Notice of Developments The PPP-SC shall inform the Mayor, SP, OP-PSP and challenger(s) of the outcome of the Competitive Challenge.	None	Within 2 working days from receipt in writing of action of OP-PSP.	<i>PPP-Selection Committee</i>
28	Notice of Award The PPP-SC shall issue the Notice of Award (NOA) to the winning PSP with the instruction for the latter to comply with the requirements set forth in the NOA.	None	Within the same 2-day period.	<i>PPP-Selection Committee</i>
29. Compliance The winning PSP shall submit to the JV-SC all the requirements stated in the NOA.		None	Within 15 working days from the receipt of the Notice of Award.	<i>Winning PSP</i>
30	Legislative Action The PPP-SC shall forward the copy of the draft Contract to the Sangguniang Panlungsod requesting for an authority for the City Mayor to enter into and sign the subject Contract.	None	Within 15 working days from the receipt of the Contract.	<i>Sangguniang Panlungsod</i>
31. Signing of Contract Upon submission of all requirements by the OP-PSP and passage of an SP resolution granting authority for the City Mayor to sign the Contract, the Mayor and the representative of the winning PSP shall sign the Contract.		None	Within 5 days of receipt of requirements.	<i>City Mayor Winning PSP</i>
32	Notice to Proceed The PPP-SC shall issue the Notice to Proceed and Notice of Acceptance (NP/NA) of all compliance statements and conditions precedent if the same are in order.	None	Within 5 working days from the receipt of conditions precedent .	<i>PPP-Selection Committee</i>



33	Posting of Contract/Agreement The PPP-SC shall cause the posting of the signed and executed Agreement in at least two (2) conspicuous places in the city and official website of the City.	None	Within 2 working days from the issuance of the Notice of Award and Notice of Acceptance.	<i>PPP-Selection Committee</i>
	<b>Total</b>	<b>None</b>	<b>295 days</b>	
<b>END OF TRANSACTION</b>				