

**Administrative Order  
No. 27  
May 16, 1991**

**SUBJECT: General Rules and Regulations on the Selection of Private Contractors for the Preparation and Development of Forest Management Plans**

Consistent with the policy of the State to ensure the sustainable development of all public forest lands by putting these areas under scientific management and pursuant to the provisions of Presidential Decree No. 331 requiring that all public forests be developed, managed and utilized on a sustained yield basis with the benefit of technical forestry knowhow of registered Filipino foresters, the following rules and regulations are hereby promulgated:

**Section 1. Basic Policy.** The Department of Environment and Natural Resources (DENR) shall encourage and promote the participation of private contractors who possess the necessary forestry technical expertise in the development of forest management plans for all public forest lands.

**Section 2. Objectives.** These rules and regulations are promulgated in pursuance of the following objectives:

- 2.1 To provide a mechanism for the accreditation of private contractors who shall be involved in the development of forest management plans;
- 2.2 To provide a system for greater collaboration between the DENR and private sector; and
- 2.3 To ensure the development of workable, realistic and objective forest management plans.

**Section 3. Definition.** The following terms as used in this Order shall be understood and interpreted as hereunder defined:

- 3.1 **Private Contractor - individual contractors** who are registered professional foresters and **corporate contractors** as exemplified by professional partnerships, corporations, non-governmental organizations and other private entities, possessing the requisite technical knowledge and capability to prepare forest management plans.

- 3.2 **Forest Management Plan** - a written guide for proper and systematic development, harvesting, disposition and utilization of the forest-based raw materials based on Terms of Reference agreed upon by contracting parties.
- 3.3 **Accreditation** - the process of evaluating, assessing and authenticating the legal personality and capability of private contractors, as supported by the required documents prescribed in Section 8 of this Order.
- 3.4 **Selection** - the process of evaluating and choosing from a short-list of these private contractors the best or most suitable accredited private contractors against a set of criteria prior to entering into contract with the DENR and/or the TLA/TPSA/PTPA holder to prepare and develop forest management plans.

**Section 4. Who May Participate** - Private contractors may qualify to participate in the preparation and development of forest management plans, **PROVIDED**, however, that they should be priorly accredited by the Regional Accreditation and Evaluation Committee (RAEC) created under Section 6 of this Order.

**Section 5. Areas of Participation.** Accredited private contractors may enter into contract in the preparation and development of forest management plans required in the following:

- 5.1 Community Forestry Program (CFP);
- 5.2 Timber Stand Improvement or Assisted Natural Regeneration;
- 5.3 Forest Land Management Agreement (FLMA);
- 5.4 Timber License Agreement (TLAs), pilot areas selected under the Natural Resources Management Program (NRMP);
- 5.5 Timber Production Sharing Agreement (TPSA); and
- 5.6 Other forestry programs that may be launched by the Department which require the preparation of forest management plans and/or forest-related development plans, e.g. watershed, industrial forest plantation, park and research development.

**Section 6. Regional Accreditation and Evaluation Committee.** An Accreditation and Evaluation Committee shall be created in each of the Regional Offices to be composed of the following:

Regional Technical Director for Forestry	-	Chairman
Chief, Forest Resources Conservation Division	-	Member
Chief, Forest Resources Development Division	-	Member
PENRO concerned	-	Member
CENRO concerned	-	Member
Regional NGO Desk Officer	-	Member
Society of Filipino Foresters' Chapter representative	-	Member

**Section 7. Functions of the Committee.** The Committee shall perform the following functions:

- 7.1 Evaluate the qualifications of all interested private contractors for proper accreditation;
- 7.2 Select from the directory of accredited private contractors, the most suitable private contractor to prepare and develop forest management plans for a particular management area;
- 7.3 Following due process, withdraw accreditation of any private contractor who has failed to comply with any of the terms and conditions of the contract that may be entered into by such party with the DENR. The Regional Committee shall immediately inform the other regional committees of accreditations withdrawn;
- 7.4 Verify documents submitted in connection with the preparation and development of forest management plans; and
- 7.5 Maintain, keep and update records of all private contractors accredited by the Committee.

The Committee shall submit to the Office of the Secretary through the Office of the Assistant Secretary for Planning and Policy Studies, copy furnished the National NGO Desk Office and the National Society of Filipino Foresters a listing of the following :

- a) Accredited private contractors;
- b) Private Contractors whose accreditation have been withdrawn; and

- c) Progress Report on awarded contracts under this Order.

The Assistant Secretary for Planning and Policy Studies shall then prepare a master list of all of the above for proper monitoring and dissemination to all concerned offices.

**Section 8. Accreditation Requirements.** Interested and qualified private contractors shall submit the following requirements in order to be accredited:

**8.1 Individual Contractors**

- a) Professional Regulation Commission (PRC) Professional Forester License as supported by a valid PRC Identification Card; and
- b) Society of Filipino Forester membership or identification card as a proof that he has his peers acknowledgement of non-violation of the codes of ethics for professional foresters.
- c) Bio-data and documents to validate information contained therein.

**8.2 Corporate Contractor**

- a) Registration with the Securities and Exchange Commission (SEC) or any duly recognized accrediting body acceptable to the RAEC; and
- b) Profile of manpower/personnel possessing the requisite technical expertise, together with photocopy of their individual PRC license, Professional Tax Receipt (PTR), and their biodata.

**Section 9. Issuance of Certificate of Accreditation.** A Certificate of Accreditation which is hereto attached as Annex "A" shall be issued by the concerned Regional Accreditation and Evaluation Committee to private contractors who have fully complied with and completed all the requirements prescribed in the preceding section.

The Certificate of Accreditation shall be valid for a period of two (2) years and renewable for a like period. However, after due process the same shall be withdrawn should the Committee find grounds to do so pursuant to Section 7.3 of this Order. Provided, that the affected or concerned party may appeal his case with the Secretary of the DENR.

Accreditation issued by one regional committee shall likewise be valid and acceptable in all other regions.

**Section 10. Evaluation and Selection Criteria.** The following criteria shall be used in the evaluation of private contractors and the methodology or plan of approach in the preparation and development of forest management plan:

**10.1 For Individual Private Contractors**

- A. **Education** - The individual private contractor's **educational attainment or degree** and the **relevant training and other related degrees** shall be the major considerations in the evaluation process.
  
- B. **Experience** - The evaluation of the individual private contractor's experience shall be based on the following:
  - 1. Record of previous engagements (to include names, addresses and other references) in the preparation and development of forest management plans;  

The Committee may require the submission of plans prepared by the contractor during previous engagements to enable it to assess and evaluate capability and experience as well as quality of work.
  
  - 2. Record of previous engagements (to include names, addresses and other references) other than the preparation and development of forest management plans;
  
  - 3. Relationship with previous and current clients, including repeat engagements as contractors;
  
  - 4. Present work commitments, geographical distribution of current and proposed projects indicating their names, location, duration, status and amount;
  
  - 5. Suitability to the project as determined by age, affiliation, awards and publications; and
  
  - 6. Acceptability to the affected community/ies.
  
- C. Methodology or plan of approach to be used in the preparation of the plan as prescribed in the agreed Terms of Reference.

The Committee shall use the score sheet prescribed in Annex "B" hereof in the process of evaluation and selection of individual private contractors to prepare and develop forest management plans.

## 10.2 Corporate Contractor

The criteria to be used in the evaluation and selection of corporate contractor shall be as follows:

A. **Experience and Capability** of the firm or corporation. The following shall be considered in the evaluation of the contractor's experience and capability:

1. Record of previous engagements (to include names, addresses and other references) in the preparation and development of forest management plans.

The Committee may require the submission of plans prepared by the contractor during previous engagements to enable it to assess and evaluate capability and experience as well as quality of work.

2. Record of previous engagements (to include names, addresses and other references) other than the preparation and development of forest management plans;
3. Relationship with previous and current clients, including repeat engagements as contractors;
4. Present work commitments, geographical distribution of current and proposed projects indicating their names, location, duration, status and amount; and
5. Acceptability of the contractor to the affected community/ies.

B. **Quality of the personnel or staff to be employed or assigned**

For key personnel or staff of the contractor or contracting firm, the technical expertise and educational background shall be the major considerations.

The staff shall also be evaluated as to its ability to work under adverse conditions, i.e. physical and emotional fitness as evidenced by exposure in working under adverse conditions for extended periods. Sworn statements of commitment from the persons to be hired shall likewise be required.

**C. Plan of Approach and Methodology**

The plan of approach or methodology in the preparation of the forest management plan shall be evaluated and accepted based on the following criteria:

1. Substance of the proposal as to plan of approach and interpretation of project problems and solutions as outlined in the Terms of Reference;
2. Completeness of the proposal and compliance with mandatory requirements as to how the work shall be carried out as outlined in the Terms of Reference;
3. Clarity of methods and approaches to be used and their soundness and practicability to Philippine conditions;
4. Total man-months proposed for the services in relation to the government estimates as prescribed in the Terms of Reference;

The concerned RAEC shall use the score sheet prescribed in Annex "C" hereof in the evaluation and selection of corporate contractors to prepare and develop forest management plans.

**Section 11. Repealing Clause.** All existing rules and regulations inconsistent herewith are hereby repealed and/or amended accordingly.

**Section 12. Effectivity Clause.** This Order takes effect immediately.

**FULGENCIO S. FACTORAN, JR.**  
Secretary

ANNEX "A"

CERTIFICATE OF ACCREDITATION

This Certificate of Accreditation is hereby issued to

\_\_\_\_\_  
(Name of Private Contractor)

with business or official address at \_\_\_\_\_ after having fully complied with the requirements prescribed by the Department of Environment and Natural Resources (DENR), Region \_\_\_\_\_ under DENR Administrative Order No. \_\_\_\_\_, Series of 1991 entitled, "General Rules and Regulations on the Selection of Private Contractors for the Preparation and Development of Forest Management Plans".

This Certificate shall be valid for a period of two years commencing from the date of its issuance.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ in the year of the Lord nineteen hundred and \_\_\_\_\_.

\_\_\_\_\_  
Chairman,  
Regional Accreditation  
and Evaluation Committee

Noted:

\_\_\_\_\_  
Regional Executive Director



ANNEX "B"

**CRITERIA FOR THE SELECTION OF ACCREDITED INDIVIDUAL PRIVATE CONTRACTORS**

<b>CRITERIA</b>	<b>MAXIMUM POINT SCORE</b>	<b>TOTAL POINT SCORE</b>
<b>A . EDUCATION</b>	<b>30 Points</b>	
1) Degree (25)		
Degree		
- Bachelor's degree	20	
- Master's Degree	22	
- Doctorate Degree	25	
2) Relevant Training and Related Degrees (5)		
Relevant Training* (2.5)		
- 1 month	0.65	
- 2 to 4 months	1.25	
- 5 to 6 months	1.87	
- More Than 6 months	2.50	
Related Degrees (2.5)		
- Undergraduate or bachelor's degree	2.20	
- Master's degree or doctorate degree	2.50	
<b>B. EXPERIENCE</b>	<b>30 points</b>	
1. Record of previous engagements		

(to include names, addresses and other references) in the preparation and development of forest management plans; (8 pts) \*\*

- 1 to 5 engagement/ 3.0
- 6 to 10 5.0
- More than 10 engagements 8.0

2. Record of previous engagements (to include names, addresses and other references) other than the preparation and development of forest management plans; (3 pts)

- 1 to 5 engagement/s 1.0
- 6 to 10 engagements 2.0
- More than 10 engagements 3.0

3. Relationship with previous and current clients characterized by repeat years of engagements as contractors/or consultants (5 pts)

- 1 repeat or one-year engagement 1.0
- 2 repeat or two-year engagements 3.0
- 3 repeat or more than two years engagements 5.0

4. Present work commitments, geographical distribution of current and proposed projects indicating their names, location, duration, status and amount; (1 to 5 pts) 5.0

5. Acceptability of the contractor to the affected community/ies or TLA/TPSA/PTPA as evidenced by endorsements therefrom (1 to 5 pts) 5.0

6. Suitability to the project (5 pts)
- a) Age Bracket (1)
- Below 30 or above 65 0.25
  - 30 to 35 or 61 to 65 0.50
  - 36 to 45 or 56 to 60 0.75
  - 46 to 55 1.00
- b) National/International Professional Affiliations (2) Number of Affiliation
- SFF only 1.00
  - SFF + 2 1.50
  - SFF + more than 2 2.00
- c) Quality of Awards (2)
- Kinds of Awards
- Strictly local/community 1.00
  - Above plus regional 1.50
  - National and international 2.00

**C. METHODOLOGY OR PLAN OF APPROACH 40 points**

1. Substance of the proposal as to plan of approach and interpretation of project problems and solutions as outlined in the Terms of Reference (10)
2. Completeness of the proposal, and compliance with mandatory requirements as to how the work shall be carried out as outlined in the Terms of Reference (10)
- 50% compliance to TORs 5.00
  - 75% compliance to TORs 7.50
  - 100% compliance to TORs 10.00
3. Clarity of methods and approaches to be used and their soundness and

practicability to Philippine condition (10)

4. Total man months proposed for the services in relation to the government estimates as prescribed in the Terms of Reference (10)

- Equal to 100% of the estimate 4.00
- 25% Less than the estimate 7.00
- 50% Less than the estimate 10.00

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<b>T O T A L</b>	<b>100%</b>
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\* Training to be considered are those of at least one (1) month duration. Those less than one month shall be added to compute the total training months. The total rating for relevant training and related degrees should not exceed five (5) points.

**NOTE: MAXIMUM POINT SCORE** - total possible score that may be given to a particular individual private contractor.

**TOTAL POINT SCORE** - the rating to be given by the Committee which should not exceed the allowable maximum point score.

\*\* The Committee may require the submission of plans prepared by the contractor during previous engagements to enable it to assess and evaluate capability and experience as well as quality of work.

ANNEX "C"

**CRITERIA FOR THE SELECTION OF ACCREDITED CORPORATE PRIVATE CONTRACTORS**

CRITERIA	MAXIMUM POINT SCORE	TOTAL POINT SCORE
<b>A . Experience and Capability</b>		<b>30 points</b>
1. Record of previous engagements (to include names, addresses and other references) in the preparation and development of forest management plans; (8 pts) *		
- 1 to 5 engagement/s	3.0	
- 6 to 10 engagements	5.0	
- More than 10 engagements	8.0	
2. Record of previous engagements (to include names, addresses and other references) other than the preparation and development of forest management plans; (3 pts)		
- 1 to 5 engagement/s	1.0	
- 6 to 10 engagements	2.0	
- More than 10 engagements	3.0	
3. Relationship with previous and current clients characterized by repeat engagements as contractors; (5 pts)		
- 1 repeat engagement	1.0	
- 2 repeat engagements	3.0	
- 3 repeat engagements	5.0	

4. Present work commitments, geographical distribution of current and proposed projects indicating their names, location, duration, status and amount; (5 pts)

**B. FOR KEY PERSONNEL OR STAFF \*\* 40**

- 1 Educational Background (20)
2. Ability to work under adverse conditions, i.e. physical and emotional fitness as evidenced by exposure in working under adverse conditions for extended periods (20)

**C. METHODOLOGY OR PLAN OF APPROACH 30 points**

1. Substance of the proposal as to plan of approach and interpretation of project problems and solutions as outlined in the Terms of Reference (10)
2. Completeness of the proposal, compliance with mandatory requirements and no omission as to how any of the work shall be carried out as outlined in the Terms of Reference (10)

- Less than 25%	1.00
- 25% compliance to TORs	2.50
- 50% compliance to TORs	5.00
- 75% compliance to TORs	7.50
- 100% compliance to TORs	10.00

3. Clarity of methods and approaches to be used and their soundness and practicability to Philippine

and practicability to Philippine condition (5)

4. Total man months proposed for the services in relation to the government estimates as prescribed in the Terms of Reference (5)

- Equal to 100% of the estimate 1.00
- 25% Less than the estimate 3.00
- 50% Less than the estimate 5.00

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**T O T A L**

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**NOTE:** **MAXIMUM POINT SCORE** - the total possible score that may be given to a particular corporate private contractor.

**TOTAL POINT SCORE** - the rating to be given by the Committee which should not exceed the allowable maximum point score.

\* The Committee may require the submission of plans prepared by the contractor during previous engagements to enable it to assess and evaluate capability and experience as well as quality of work.

\*\* Sworn statements of commitment from the persons to be hired shall likewise be required from the contractors.