
**REVISED GUIDELINES ON RECOGNITION OF
UMBRELLA ORGANIZATION OF CONSULTANTS**

1. POLICY STATEMENT

Under Annex “B” of the Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), the Government Procurement Policy Board (GPPB) is directed to recognize an Umbrella Organization of Consultants composing of various organizations of consultants and individual consultants in the Philippines that may be engaged by the Government on matters relating to consulting services.

The policy direction, therefore, is to encourage and foster the development of an umbrella organization that covers a wider range of professions and disciplines. In furtherance of this policy, the GPPB shall recognize for each identified major sectors of the consulting industry a UOC to perform the duties and responsibilities herein provided.

2. PURPOSE

The Guidelines for Recognition of Umbrella Organization of Consultants (the “Guidelines”) shall set forth the criteria in and procedure for determining the UOCs to be recognized and their corresponding duties and responsibilities.

3. GUIDING PRINCIPLES

- 3.1. The GPPB shall recognize the UOC that best represents consultants who belong to a major sector of the consulting industry listed under Annex “A” hereof, which shall be updated by the GPPB whenever necessary.
- 3.2. The criteria shall focus on the ability and capacity of a UOC to meet the following:
 - a) Cover a wider range of professions and disciplines which comprise a major sector identified under Annex “A” hereof;
 - b) Accredit its members on the types of services in the profession or discipline falling under its recognized sub-sector/s where the members are technically and financially qualified to offer their services;
 - c) Maintain an updated list of accredited member individual consultants and/or associations;
 - d) Self-police its members for the development of the consulting industry;
 - e) Develop a continuing capacity development program for its members;

- f) Join the government in its advocacy against graft and corruption; and
- g) Assist the Philippine consulting industry, in general, and the Filipino consultants, in particular, to develop into world class consultants that can compete in the international market.

4. DUTIES AND RESPONSIBILITIES OF UMBRELLA ORGANIZATION OF CONSULTANTS

- 4.1. A recognized UOC shall have the following duties and responsibilities:
- a) Registration and accreditation of member consultants based on types of services in the profession or discipline falling under its recognized sub-sector/s where the members are technically and financially qualified to offer their services;
 - b) Preparation and certification of a list of fields and expertise in such fields available and the names of the accredited local consultants which shall be updated semi-annually or as often as necessary, and disseminated to concerned procuring entities;
 - c) Implementation of a continuing capacity development program for its member consultants, including, but not limited to, trainings/seminars/workshops on government procurement;
 - d) Regulation/Policing of its members for the development of the consulting industry which will include the establishment of a grievance mechanism for its members;
 - e) Submission of the updated list of accredited member consultants to the GPPB monthly and posting of the list at the appropriate website identified by the GPPB;
 - f) Immediately notify the GPPB whenever there are changes within the organizational set-up of the UOC which includes, but not limited to, amendments to articles of incorporation and by-laws, replacement of UOC's liaison officer;
 - g) Technical assistance to the GPPB in matters relating to the consulting industry, including assistance in identifying blacklisted consultants;
 - h) Assignment of observers to requesting procuring entities for procurement activities related to its profession;
 - i) Take measures that will help ensure the maintenance of standards on the conduct of the activities they undertake, according to its duties and responsibilities as specified herein; and
 - j) Supervision of the performance and compliance of its members as regards their obligations to procuring entities.

5. EVALUATION CRITERIA AND DOCUMENTARY REQUIREMENTS

5.1. An umbrella organization requesting recognition shall be evaluated by the GPPB using the following criteria:

5.1.1. The Organization and its Coverage (15%)

5.1.1.1. The organization must be established and created in accordance with the laws of the Philippines.

5.1.1.2. The organization must represent a major sector of the consulting industry identified in Annex "A" hereof.

5.1.1.3. The profile, vision, mission, and objectives of the organization must be consistent with its role, duties and responsibilities as a UOC.

5.1.1.4. The organization must be composed of individual consultants and/or associations, involved in various types of services related to the profession and/or discipline comprising a major sector of a consulting industry identified in Annex "A" hereof.

5.1.1.5. In satisfaction of this criterion, the organization shall submit the following documents to the GPPB:

- a) Securities and Exchange Commission (SEC) registration certificate or other documents showing existence of juridical personality;
- b) Articles of Incorporation, By-Laws, and any amendments thereto reflecting its primary and secondary purposes;
- c) Any other document stating the office location and contact number, profile, vision, mission, and objectives of the organization;
- d) List of registered members, whether individuals or associations, with their contact numbers and addresses, as well as the corresponding professions and/or disciplines they cover, and their respective track record; and
- e) Commitment by said organization to cooperate with and actively participate in the development of one umbrella organization of consultants that will encompass all professions and disciplines that may be the subject of government consultancy contracts.

5.1.2. Accreditation Process (30%)

5.1.2.1. The organization must show its ability to properly screen the applicants for membership by prescribing a standard accreditation system.

- 5.1.2.2. The accreditation system must conform to and promote the goals and objectives of this Guidelines.
- 5.1.2.3. The organization must demonstrate its capability to oversee the performance of its members, through adoption of mechanism for monitoring and evaluation of the members, and creation of an accreditation board/committee.
- 5.1.2.4. For this criterion, the organization shall submit the following documents:
 - a) The organization shall submit its accreditation guidelines and other relevant documents that describe in detail its registration and accreditation system for both individual consultants and associations; and
 - b) The organization shall also submit the composition of accreditation board/committee in charge of the evaluation of members.

5.1.3. Capacity Building Program (25%)

- 5.1.3.1. The organization shall see to it that its members are equipped with adequate skill and expertise relevant to the type of sector of consulting industry the organization belongs.
- 5.1.3.2. The organization must institute programs which aim to develop the skill or competence of its members, or for overall upgrading of the members' performance ability.
- 5.1.3.3. In satisfaction of this criterion, the organization shall submit the program/s to be adopted by the organization for capacity building of its member organizations and individual consultants.

5.1.4. Regulation/ Policing Process (25%)

- 5.1.4.1. The organization adopts a regulation/policing scheme which is geared towards monitoring the adherence to the set of rules promulgated by the organization for its members.
- 5.1.4.2. The organization shall act as the regulatory body of all its members, and as such, it should formulate mechanisms for dispute resolution in case of conflict among its members.
- 5.1.4.3. The organization must establish its capability to enforce compliance of its rules upon its members.
- 5.1.4.4. In satisfaction of this criterion, the organization shall submit the following documents to the GPPB:

- a) The guidelines reflecting the procedure on regulation/policing by the organization of its members, including sanctions for erring members; and
- b) Proposed mechanism for dispute resolution of its members.

5.1.5. Liaison (5%)

5.1.5.1. The organization must maintain active liaison with the GPPB, the relevant government agency, and various Bids and Awards Committees (BACs), as may be required by the GPPB.

5.1.5.2. In satisfaction of this criterion, the organization shall submit the following documents to the GPPB:

- a) The position and name of its officers or employees who are in charge of liaising with the GPPB and other government agencies; and
- b) The addresses and contact details of the above-mentioned officers and employees.

5.2. The organization must obtain a minimum evaluation rating of at least seventy-five percent (75%) to be recognized as a UOC.

6. APPLICATION FOR RECOGNITION

Recognition of a UOC shall be done by the GPPB under the following procedure:

- 6.1. The applicant-organization shall accomplish the application form prescribed by the Government Procurement Policy Board – Technical Support Office (GPPB-TSO) and submit the same to the latter including the original or certified true copies of the documents required under Section 5.
- 6.2. The applicant-organization shall cause the publication of its duly accomplished application form, stamped “received” by the GPPB-TSO, at least once in a newspaper of general nationwide circulation and post the same in PhilGEPS website for a period of fifteen (15) calendar days.
- 6.3. Questions and/or oppositions on the recognition of the applicant-organization shall be submitted to the GPPB-TSO not later than fifteen (15) calendar days from the date of publication or last day of posting, whichever is later, as mentioned in the immediately preceding paragraph.
- 6.4. The documents submitted by the applicant-organization and the oppositions thereto, if any, shall be evaluated by the GPPB in order to determine the capacity of the applicant-organization to perform the duties and responsibilities of a UOC based on the given criteria for evaluation.

- 6.5. If the GPPB finds the organization qualified to be a UOC, it will declare such organization as the recognized UOC for the major sector listed in Annex "A" hereof, and will issue a Certificate of Recognition.
- 6.6. Whenever the GPPB finds that the application of the applicant-organization is insufficient to warrant recognition, the GPPB shall re-evaluate the application upon compliance by the applicant-organization of its order to revise the application and/or to submit additional documents.

7. PERIOD OF RECOGNITION

- 7.1. The recognition of UOC shall be valid for two (2) years after the issuance of the Certificate of Recognition, unless sooner revoked for a cause.
- 7.2. The GPPB shall conduct an annual review of the over-all performance of the UOC. It may also conduct random inspection of the activities of the UOC, as it deems necessary.
- 7.3. No challenge of the UOC's recognition shall be entertained for the duration of its validity.
- 7.4. After due process, the GPPB may, *motu proprio* or upon a valid complaint filed by any interested party, suspend or revoke the recognition of a UOC for failure to perform its duties and responsibilities as prescribed herein.
- 7.5. Any other sanctions the GPPB may deem to impose in the future shall be, at all instances, proportionate to the offense committed by the UOC.

8. REPEALING CLAUSE

The GPPB Guidelines for Recognition of Umbrella Organization of Consultants approved and adopted through GPPB Resolution 14-2004 is hereby repealed.

9. EFFECTIVITY CLAUSE

This shall take effect fifteen (15) days after publication in the Official Gazette or in a newspaper of general nationwide circulation and upon filing with the University of the Philippines Law Center of three (3) certified copies.

ANNEX “A”

List of Major Sectors of the Philippine Consulting Industry

1. **Agriculture** pertains, but is not limited, to the following sectors/services:
 - a) Agricultural development
 - b) Agricultural production, agro processing and agro business
 - c) Agricultural sector development
 - d) Fishery and livestock

2. **Disaster** pertains, but is not limited, to the following sectors/services:
 - a) Disaster Management
 - b) Risk Reduction
 - c) Geophysical Hazards

3. **Education** pertains, but is not limited, to the following sectors/services:
 - a) Basic education
 - b) Education sector development
 - c) Non-formal education
 - d) Senior Secondary General Education
 - e) Technical education, vocational training, and skills development
 - f) Tertiary education

4. **Energy** pertains, but is not limited, to the following sectors/services:
 - a) Conventional energy (Fossil Fuels) exploration, development, production, utilization and distribution such as: Coal, Gas and Oil.
 - b) Non-Conventional Energy (Renewable Energy) exploration, development, production, utilization and distribution such as: Wind, Solar, Hydro, Geothermal, Ocean, Biomass and Alternative Fuels.
 - c) Electricity Power development, production, transmission and distribution
 - d) Energy Efficiency, Conservation and development.

5. **Environment** pertains, but is not limited, to the following sectors/services:
 - a) Environment and biodiversity
 - b) Forestry
 - c) Geosciences
 - d) Land management
 - e) Mining and mineral resources
 - f) Waste management
 - g) Water resources management
 - h) Water supply and sanitation

6. **Finance** pertains, but is not limited, to the following sectors/services:
- a) Banking system
 - b) Business and other services
 - c) Capital markets and funds
 - d) Finance sector development and reforms
 - e) Housing finance
 - f) Micro finance
 - g) Pension, insurance, social security and savings
 - h) Public finance and expense management
7. **Health and Social Welfare** pertains, but is not limited, to the following sectors/services:
- a) Early childhood development
 - b) Health and social services attached to wider programs
 - c) Health program
 - d) Nutrition
 - e) Social protection
8. **Information and Communications Technology** pertains, but is not limited, to the following sectors/services:
- a) Hardware which includes: Processing and Storage, Communications, and Data Center Management
 - b) Software which includes: Applications, Databases, Information Security, Network, and Web Development/E-Commerce
 - c) ICT Management which includes: Strategic Planning, Project Management, Resource/Capacity Planning and Management, Systems Audit, Virtualization/Cloud Computing, Business Process, Change Management, Risk Management/Business Continuity, and Systems Administration
9. **Infrastructure** pertains, but is not limited, to the following sectors/services:
- a) Architecture
 - b) Construction supervision
 - c) Engineering
 - d) Irrigation and drainage
 - e) Transportation systems and facilities
 - f) Value engineering
 - g) Vertical structures
10. **Labor and Employment** pertains, but is not limited, to the following sectors/services:
- a) Manpower Development
 - b) Working Conditions
 - c) Occupational Safety and Hazards
 - d) Wage Classification

11. **Law** pertains, but is not limited, to the following sectors/services:
 - a) Contract review and drafting
 - b) Disputes settlement
 - c) Legal management
 - d) Legal representation
 - e) Legislative liaison

12. **Management** pertains, but is not limited, to the following sectors/services:
 - a) Economic management
 - b) Government and civil society
 - c) National government administration
 - d) Sub-national government administration
 - e) Support to NGOs

13. **Sociology** pertains, but is not limited, to the following sectors/services:
 - a) Community Development
 - b) Community Resettlement

14. **Other Sectors** as may be recognized by the GPPB such as, but not limited to, the following sectors/services:
 - a) Civil aviation
 - b) Military
 - c) Multimodal transport and sector development
 - d) Tourism
 - e) Transport and storage