



CONFEDERATION OF FILIPINO CONSULTING ORGANIZATIONS, INC.

Guidelines for COFILCO Registration and Accreditation

Last Date of Approval: August 2009

Amended: xxxxx 2011

Section 1 Rationale

The COFILCO Registration and Accreditation System (CRAS) was established to provide the industry and its clients a reliable and simple mechanism to identify the most suitable providers of consulting services in various sectors/ areas of expertise and field of specialization. The CRAS covers both firms and individual consultants. It is based on the generally accepted listing of consulting services in industry.

All COFILCO member firms are required to register and secure the Accreditation Certification to become a full pledged member of COFILCO.

Areas of Expertise

The following sectors or areas of expertise are based on GPPB Resolution 02-2011:

1. **Agriculture (AE-1)**
 - a) Agricultural development
 - b) Agricultural production, agro processing and agro business
 - c) Agricultural sector development
 - d) Fishery and livestock
2. **Disaster**
 - a) Disaster management
 - b) Risk reduction
 - c) Geophysical hazards
3. **Education (AE-2)**
 - 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 (AE-3)**
 - a) Conventional energy generation (fossil based) exploration, development, production, utilization and distribution
 - 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 (AE-4)**
 - 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 (AE-5)**
- 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 (AE-6)**
- a) Early childhood development
 - b) Health and social services attached to wider programs
 - c) Health program
 - d) Nutrition
 - e) Social Protection
8. **Information technology and Communications (AE-7)**
- a) Hardware, e.g., processing and storage, communications, and data center management
 - b) Software, e.g., applications databases, information security, network, and web development/ E-commerce
 - c) ICT management that includes strategic planning, project management, resource capability planning and management, systems audit, virtualization, cloud computing, business process development, change management, business continuity, and systems administration and maintenance.
9. **Infrastructure (AE-8)**
- a) Agriculture
 - b) Construction Supervision
 - c) Engineering
 - d) Irrigation and drainage
 - e) Transportation systems and facilities
 - f) Value engineering
 - g) Vertical structures
10. **Labor and Employment**
- a) Manpower development
 - b) Working condition
 - c) Occupational safety and Hazards
 - d) Wage classification
11. **Law**
- a) Contract review and drafting
 - b) Disputes settlement
 - c) Legal management

- d) Legal representation
 - e) Legislative with
12. **Management (AE-10)**
- a) Economic Management
 - b) Government and Civil Society
 - c) National government administration
 - d) Sub-national government administration
 - e) Support to NGO's
13. **Sociology (AE-11)**
- a) Community development
 - b) Community resettlement
14. **Other Sectors (AE-11)**
- a) Civil aviation
 - b) Military
 - c) Multimodal transport and sector development
 - d) Tourism
 - e) Transport and storage

The types of consulting services/ fields of expertise that are generally procured are grouped as follows (Ref: Implementing Rules and Regulations, Republic Act 9184, Annex B, **“General Principles on Consulting Services”**):

1. Advisory/ Review **(FE-1)**
2. Pre-investment and Feasibility Studies (Investment Policies and Sector Policies, Sector Planning and Policy Studies, Project Conceptualization, Architectural Planning, Basic Feasibility Parameters) **(FE-2)**
3. Design Services (Pre-Design to include topographical and other engineering and land surveys, soils investigation; Basic Design; & Support Services during Implementation) **(FE-3)**
4. Construction Supervision **(FE-4)**
5. Management & Related Services (Sector Policy & Regional Development Studies, Planning and Feasibility Studies, Project Management, Operations, Marketing, Information & Technology Services, Human Resources, General Management) **(FE-5)**
6. Other Technical Services or Special Studies (Institution Building, Design and Execution of Training Programs, Staff Provision, Specific Economic/ Financial Studies, Sols Investigation, Design Criteria- & Operations-Related Studies, Land Surveys, Engineering Surveys, Assistance in Litigation, Environmental Planning, Site & Physical Planning, Construction Management) **(FE-6)**

Section 2 General Criteria for COFILCO Accreditation

Definition of Terms

Consulting services refer to services requiring adequate technical and professional expertise that are beyond the capability and capacity of clients such as, but not limited to, the above fields of expertise.

Expertise refers to an area or field where a person has become highly competent and skillful and has gained much training and knowledge.

Consultants are experts that have acquired knowledge and skill over years of relevant experience.

Requirements

Minimum requirements	Firm	Individual Consultant
1. Total years in the consulting business (for firms)/ profession (for individuals)	5	10
2. Number of contract engagements for each declared area of expertise/ sector	5	5
3. Total duration (in months) of contract engagements for each declared area of expertise/ sector	48	48
4. Number of contract engagements for each declared field of specialization/ expertise	5	5
5. Total duration (in months) of contract engagements for each declared field of specialization/ expertise	48	48
6. Number of in-house consultants/ experts for each declared area of expertise/ sector	2	NA
7. Number of in-house consultants/ experts for each declared field of specialization/ expertise	2	NA
8. Number of on-call consultants for each declared field of specialization/ expertise	2	NA
9. Minimum Educational Qualification	NA	College Degree
10. Number of training/ conferences on relevant areas of expertise or specialization per year	NA	2

Other information on the Consultants that needs to be submitted to support the accreditation will be indicated in the Information Sheet and these shall include, among others, Class A documents (refer to Republic Act 9184) and other documents that are normally required by a procuring entity and a print out of the curriculum vitae, in the case of individual consultants, certified and signed as to the truthfulness and accuracy of the information provided.

For accreditation for a specific sector, the applicant firm must show the availability of a core group in that sector that has the competence and capacity to undertake a project. At least two of the core group must be in-house personnel-consultants who perform major responsibilities in the project. The other members of the core group may be on-call consultants but each position to be filled up by on-call consultants must have 2 candidates to ensure the availability of the experts/ consultants.

Responsible Parties for the Registration and Accreditation

The processing of all applications for registration and accreditation of consulting firms and individuals is the main responsibility of the respective COFILCO Mem-Os.

A request for registration/ accreditation shall be filed with and coursed through the concerned Mem-Os for review and evaluation of completeness and correctness of documents prior to endorsement to and approval by COFILCO President. Each Mem-O shall authorize a committee or unit and assign members who shall be tasked to

review and evaluate all applications. The Mem-O shall provide COFILCO the list of committee members and shall provide an update list whenever there are changes in the composition of its members.

Steps in Consultant Accreditation

Accreditation is a two-stage process, a) registration of the firm or individual and b) accreditation proper. The application forms for both registration and accreditation are available via download from the COFILCO website or may be requested from the COFILCO secretariat numbers 310-4931 to 33 local 214 or email at vemanlangit@cofilco.com.ph.

Stage 1: Registration

Step 1a: Applicant submits the duly accomplished form to Mem-O Secretariat together with the payment of registration processing fee to the Mem-O. The Mem-O secretariat shall issue the official receipt to the applicant.

Step 1b: Mem-O Secretariat shall review the completeness of the information on the registration form and either advises the applicant on the deficiencies in the documentation or, if in order, forwards the documents to its Registration and Accreditation Committee (RAC) for the appropriate detailed review and evaluation.

Step 1c: The RAC shall review the information on the registration form submitted by applicant firm/ individual for compliance with the requirements for inclusion in the registry of COFILCO. RAC shall complete the review and preparation of the recommendation within 5 working days.

Step 1d: RAC shall forward the results of the evaluation together with the action letter for the signature of the Mem-O President together with the related documents and shall immediately advise the applicant on disapproval due to failure to meet eligibility criteria or registration as soon as the Mem-O President approves the endorsement.

Step 1e: The Mem-O President shall forward an endorsement for the approval of the application for registration to the COFILCO secretariat together with the request for a COFILCO Registration Certificate for the applicant and the applicant's payment of P500 for COFILCO registration. The Mem-O shall likewise advise the applicant to also prepare the documentation requirements for the next stage accreditation process.

Step 1e: COFILCO Secretariat reviews the completeness of the documents from the Mem-O and upon confirmation of completeness, forwards the Mem-O endorsement together with the blank COFILCO Certificate of Registration to the COFILCO President, for signature. Otherwise, the COFILCO secretariat shall hold the processing of the request and advise the Mem-O for compliance by the applicant of all the documentary requirements.

Step 1e: After signature by the COFILCO President, the COFILCO secretariat assigns a registration number and forwards the COFILCO Registration Certificate to the Mem-O, and keeps a copy for its file.

Step 1f: Mem-O secretariat forwards the Certificate of Registration to the Mem-O President for signature, gives the original copy of the signed Certificate to the Applicant and keeps a color photocopy for its files and to the COFILCO secretariat shall send a letter to the applicant on the approval of the request of membership, update the master list of members and advise all Mem-Os (Mem-Os to inform member firms, MFs) and partner government offices on the applicant's membership to COFILCO.

Stage 2: Accreditation

Step 2a: Consulting firms/ individuals whose application for registration has been approved by the COFILCO shall fill up the application form for COFILCO accreditation and submit the accomplished form together with the complete supporting documents (Class A documents) to the Mem-O secretariat for view and evaluation. The applicant shall pay the approved processing fee to the Mem-O secretariat.

Step 2b: Mem-O Secretariat shall review the completeness of the information on the accreditation form and either advises the applicant on the deficiencies in the documentation or, if in order, forwards the documents to its Registration and Accreditation Committee (RAC) for the appropriate detailed review and evaluation.

Step 2c: The RAC shall review the information on the accreditation form submitted by applicant firm/ individual for compliance with the requirements for COFILCO accreditation. The RAC shall prepare the recommendation within 7 working days.

Step 2d: RAC shall forward the results of the evaluation together with the action letter for the signature of the Mem-O President together with the related documents and shall immediately advise the applicant on a) disapproval due to failure to meet accreditation requirements, or b) recommendation for approval of the application for accreditation. In case approval of the application for accreditation is being recommended for approval by the Mem-O, the applicant shall be assessed P5, 000.00 for COFILCO accreditation and shall remit said amount to COFILCO prior to the endorsement for accreditation to COFILCO.

Step 2e: Upon confirmation of receipt of payment by COFILCO, the Mem-O President shall forward an endorsement for the approval of the application for accreditation to the COFILCO secretariat together with the request for a COFILCO Accreditation Certificate for the applicant.

Step 2f: COFILCO Secretariat reviews the completeness of the documents that were received from the Mem-O and upon confirmation of completeness, forwards the Mem-O endorsement together with the blank COFILCO Certificate of Accreditation to the COFILCO President, for signature. Otherwise, the COFILCO secretariat shall hold the processing of the request and advise the Mem-O secretariat for compliance by the applicant of all documentary requirements.

Step 2g: After signature by the COFILCO President, the COFILCO secretariat assigns an accreditation number and forwards the COFILCO Accreditation Certificate to the Mem-O, and keeps a copy for its file.

Step 2h: Mem-O secretariat forwards the Certificate of Accreditation to the Mem-O President for signature, gives the original copy of the signed Certificate to the Applicant and keeps a color photocopy for its files and to the COFILCO secretariat. The COFILCO secretariat shall send a letter to the applicant on the approval of the request of accreditation, update the master list of accredited members and advise all Mem-Os (Mem-Os to inform member firms, MFs) and partner government offices on the applicant's accreditation to COFILCO.



CONFEDERATION OF FILIPINO CONSULTING ORGANIZATIONS, INC.

Tel No. 310-4931 to 33 loc 238

Fax No. 310-4934

Email: administration@cofilco.com.ph

Reg. No. _____
To be filled up by
COFILCO

CONSULTING FIRM REGISTRATION FORM

Date: _____

NAME OF FIRM : _____ Acronym: _____

Email Address/es : _____ Website/s: _____

MEMBER ORGANIZATION (MEM-O)

☐ AACCEP ☐ CECOPHIL ☐ COFIC ☐ CPMAP ☐ IMPHIL ☐ PhilGEGS ☐ SPAC

Tel. No./s.: _____ Fax No./s.: _____

Contact Person (President/ CEO) _____ Tel No: _____

SEC Certificate No.: _____ Date: _____ DTI Reg No.: _____ Date Issued: _____

Business Permit: Permit No. _____ Place Issued: _____ Date Issued: _____

CLASSIFICATION: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship

SPECIFIC TYPES OF CONSULTING SERVICES UNDERTAKEN

☐ Advisory/ Review Services ☐ Pre-investment/ Feasibility Study ☐ Design Services ☐ Construction Supervision ☐ Management & Related Services ☐ Other Technical Services or Special Studies

FIELDS OR AREAS OF SPECIALIZATION (Firm has undertaken at least 5 projects of claimed specialization for the last 10 years), Please check the appropriate box.

Agriculture	Education	Energy
Environment	Finance	Health and Social Welfare
Information Technology & Communications		Infrastructure
Law	Management	Other Sectors

DIRECTORS & OFFICERS (Latest GIS) Partners, Key Officers. Use another sheet, if necessary

Full Name	Profession (Regulated/ Non-Regulated)	PRC No./ Org. No.	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Affix Signature over Printed Name:

Head of Firm President, Member Organization President, COFILCO



CONFEDERATION OF FILIPINO CONSULTING ORGANIZATIONS, INC.

Tel No. 310-4931 to 33 loc 238

Fax No. 310-4934

Email: vemanlangit@cofilco.com.ph

Reg. No. _____
To be filled up by
COFILCO

INDIVIDUAL CONSULTANT REGISTRATION FORM

Date: _____

NAME OF INDIVIDUAL CONSULTANT _____

Email Address/es: _____

AFFILIATED MEMBER FIRM (MF): _____

AFFILIATED MEMBER ORGANIZATION (MEM-O)

☐ AACCEP ☐ CECOPHIL ☐ COFIC ☐ CPMAP ☐ IMPHIL ☐ PhilGEGS ☐ SPAC

Contact Nos.: _____ Fax No.: _____

EDUCATIONAL QUALIFICATIONS (Attached detailed CV with recent colored photograph)

Post Graduate Degree/ School: _____

Post Graduate Degree/ School: _____

Undergraduate Degree/ School: _____

PROFESSIONAL REGISTRATION/ OTHER ACCREDITATION

PRC Registration No.: _____ Profession: _____ Year: _____

Other PRC Registration No.: _____ Profession: _____ Year: _____

Other PRC Registration No.: _____ Profession: _____ Year: _____

Other Accreditation: _____ Issuing Agency: _____ Year: _____

Other Accreditation: _____ Issuing Agency: _____ Year: _____

SPECIFIC TYPES OF CONSULTING SERVICES UNDERTAKEN

☐ Advisory/ Review Services ☐ Pre-investment/ Feasibility Study ☐ Design Services ☐ Construction Supervision ☐ Management & Related Services ☐ Other Technical Services or Special Studies

FIELDS OR AREAS OF SPECIALIZATION (Undertaken at least 5 projects of claimed specialization for the last 10 years), Please check the appropriate box.

Agriculture	Education	Energy
Environment	Finance	Health and Social Welfare
Information Technology & Communications		Infrastructure
Law	Management	Other Sectors

Affix Signature over Printed Name:

Individual Consultant President, Member Firm President, Member Organization

Received COFILCO Registration Committee Date

CLASS "A" DOCUMENTS FOR SUBMISSION TO COFILCO



A. Legal Documents

- a. Registration certificate from the Securities Exchange Commission, Department of Trade and Industry for sole proprietorship, or Cooperatives Development Authority, or any proof of such registration.
- b. Articles of Incorporation, by-Laws and any amendments thereto reflecting its primary and secondary purposes.
- c. Mayor's permit issued by the city or municipality where the principal place of business is located for the current year.

B. Financial Document

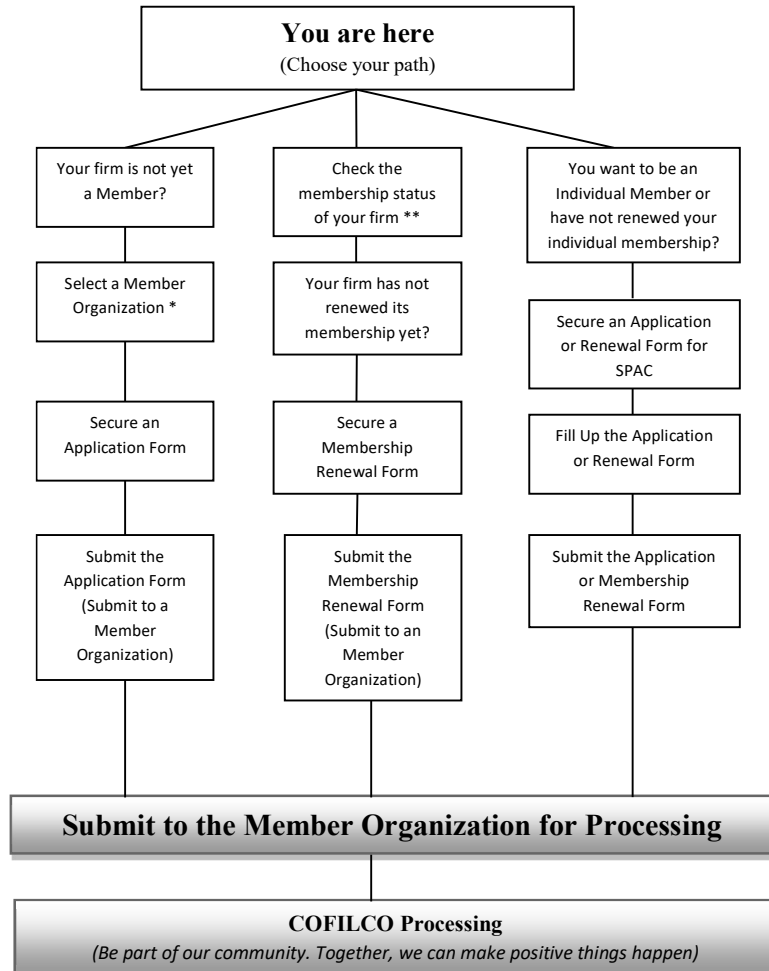
- a. The consultant's audited financial statements showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year.

GUIDE TO RENEW YOUR REGISTRATION OR APPLY FOR NEW MEMBERSHIP TO

COFILCO

*(Be part of our community.
Together, we can make positive things happen)*

EASY STEPS FOR MEMBERSHIP (NEW MEMBERSHIP OR RENEWAL OF MEMBERSHIP)



MEMBER ORGANIZATIONS OF COFILCO

1) Association of Accredited Consultant Civil Engineers of the Philippines, Inc. (AACCEP)

Composed of partnership firms principally engaged in consulting works related to various branches of civil engineering like roads, bridges, port works, water supply, irrigation, drainage, flood control, geotechnical, structural engineering and the like; 14 member firms.

2) Council of Engineering Consultants of the Philippines, Inc. (CECOPHIL)

Composed of corporations engaged in engineering consulting and its allied services in the infrastructure sector; 35 member firms.

3) Council of Filipino Consultants, Inc. (COFIC)

Composed of corporations, partnership and single proprietorship that are engaged development consulting work (engineering, architecture, agri-business, health and social development, economics, information technology applications, environment); 20 member firms

4) Construction Project Management Association of the Philippines, Inc. (CPMAP)

Composed of corporations and partnerships firms that are engaged in construction and/ or project management; 19 member firms

5) Institute of Management Consultants of the Philippines, Inc. (IMPPhil)

Composed of corporations and partnerships in planning and management consulting; 25 member firms

6) Philippine Geodetic Engineers and Geomatics Society (PhilGEGS)

Composed of corporations, partnerships and single proprietorship in geodetic engineering per RA 4374, otherwise known as the Geodetic Engineering Law; 28 member firms

7) Society of Philippine Accredited Consultants, Inc. (SPAC)

Composed of individual consultants of various expertise organizations with main objective of harnessing all Filipino practicing consultants as a reservoir of technical expertise for its development; 500+ member individual consultants

When applying for membership, kindly specify whether as a firm or as an individual or BOTH.

*(Be part of our community.
Together, we can make positive things happen)*