



Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL – SOCCSKSARGEN REGION CAMPUS
BIDS AND AWARDS COMMITTEE
Barangay Paraiso, City of Koronadal, South Cotabato

REQUEST FOR PROPOSAL

Name of Business: _____

Address: _____

Name of Firm: _____

Business Permit No. _____

Tax Identification No. _____

The Philippine Science High School – SOCCSKSARGEN Region Campus, through its Bids and Awards Committee, intends to procure: **Architectural and Engineering Design and Consulting Services for the Construction of Canteen and Student Activity Center.**

Please submit your proposals and the required documents, duly signed by you or your authorized representative, for the services described above on or before **10:00 AM of March 21, 2017**, subject to the Terms and Conditions provided at the dorsal portion of this Request for Proposal (RFP). A Pre-bid Conference will be conducted on **March 17, 2017, 9:00 AM** at PSHS-SRC, Old Computer Lab, Brgy. Paraiso, Koronadal City.

Sealed proposals and the required documents may be submitted manually or electronically at the address and contact number indicated below.

For any clarification, you may contact Ms. Fritzie Mae V. Valenzuela, Secretariat Head, through cellphone no. 09173192797 or email address at bac@src.phsh.edu.ph.



EDMAN H. GALLAMASO
Chairperson

Received by:

Signature over Printed Name of the Supplier/Representative

TERMS AND CONDITION

1. Bidders shall provide **correct and accurate information** required in this form.
2. The **Approved Budget for the Contract** is ***Six Hundred Thirty Thousand Pesos*** (₱ 630,000.00).
3. **Duration of contract** is thirty (30) calendar days.
4. **Proposals** must be valid for a period of one hundred twenty (120) calendar days from the date of submission.
5. Price proposals, to be denominated in **Philippine pesos**, shall include all taxes, duties, and/or levies payable.
6. Proposals exceeding the Approved Budget for the Contract **shall be rejected**.
7. **Award of contract** shall be made to the highest rated and responsive proposal which complies with the scope of work and terms of reference and other terms and conditions stated herein.
8. Interested consultant must satisfy the eligibility criteria as stipulated in Section 24.3 of the 2016 Revised IRR of RA 9184.
9. Interested consulting firms must **submit a copy** of the following **eligibility, technical and financial documents in sealed envelope** on or before **10:00 AM of March 21, 2017**, to ensure that the said firm is technically, legally and financially capable to undertake the project:
 - Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
 - Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
 - Tax clearance per E.O 398, s.2005.
 - PhilGEPS certificate of registration.
 - Duly signed Statement of Consultant's Nationality and confirming that those who will perform the services are registered professionals.
 - Duly signed statement of the types and number of equipment that the consultant owns, has under lease and / or has under purchase agreements;
 - If the prospective consultant is a juridical entity, the prospective consultant's duly signed statements
 - Of the kinds and number of its ownership and key staff, partners or principal officers, as the case may be, as well as their respective curriculum vitae

- That, when the types and fields of consulting services in which the entity wishes to engage involve professions regulated by the laws of the Philippines, the owner and key staff, and all the partners of the professional partnership firm, as the case may be, and those who will actually perform the service, are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions
 - On the prospective bidder's technical competence, experience and staff capabilities
- If the prospective consultant is an individual, the prospective consultant's duly signed statement
 - Of his citizenship
 - When the types and fields of consulting services in which he wishes to engage involve professions regulated by the laws of the Philippines, he is a registered professional authorized by the appropriate regulatory body to practice those professions and allied professions
- Statement of the prospective supplier of **all its ongoing and completed** government and private contracts, including contracts awarded but not yet started, if any, whether similar or not in nature and complexity to the contract to be bid, within the relevant period of **two (2) years** from the date of submission. The statement shall include all information required in the standard form prescribed by the GPPB.
- The consultant's **audited financial statements for CY 2015, including the Annual Income Tax Return for CY 2015**, showing among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions.
- Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, a duly notarized statements from all the potential partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the Philgeps certificate of registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial documents by any of the joint venture partners constitute compliance.
- **Omnibus Sworn Statement** by the interested consultant or its duly authorized representative as per 2016 Revised IRR of RA 9184.
- Bid Security in the prescribed form, amount and validity period
- Duly Signed Technical Proposal Submission Form
- Duly Signed Approach, work plan and schedule
- Duly Signed List of Key Personnel to be assigned to the project, with their relevant qualification and experience data

- Duly Notarized Certificate of Authority of Signatory
- Financial Component of the Proposal (Bid Price)
- Breakdown of remuneration and reimbursable costs
- Statement on remuneration cost
- Statement on reimbursable cost
- Duly signed bid form

10. The supplier must submit a letter of compliance with the terms of reference provided by the procuring entity.

11. The Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation Procedure**, using the following criteria and rating system.

| Component | Weight |
|--|--------|
| Financial Proposal | 30% |
| Technical Proposal | 70% |
| <ul style="list-style-type: none"> • Quality of personnel to be assigned to the project | 70% |
| <ul style="list-style-type: none"> • Experience and capability of the consultant | 10% |
| <ul style="list-style-type: none"> • Plan of approach and methodology | 20% |

12. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a **performance security** prior to the signing of the contract. The performance security shall be in an amount equal to a percentage of the total contract price in accordance with the following schedule:

| FORM OF PERFORMANCE SECURITY | AMOUNT OF PERFORMANCE SECURITY |
|--|---|
| a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. | Five percent (5%) |
| b) bank draft guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. | |
| c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. | Thirty percent (30%) |
| d) any combination of the foregoing. | Proportionate to share of form with respect to total amount of security |