

BIDS AND AWARDS COMMITTEE
For Engineering Projects

REQUEST FOR PROPOSAL

The Philippine Ports Authority, Port Management Office of Masbate, through its Bids and Awards Committee for Engineering Projects, requests the following proposers:

TO SUBMIT PROPOSALS FOR:

- I. **Name of Project: SE-MSB-12-2025 PROPERTY/LAND SURVEY FOR THE PORT OF MASBATE CITY**
- II. Contract No. MSB 2501
- III. Location of Project: Port of Masbate City
- IV. Project Description: The project involves the relocation of present boundaries of Masbate City's Port Zone Delineation and survey of landmass of the port for titling
- V. Deadline of Submission of Proposals: Proposals shall be submitted not later than **9:00 A.M. on July 24, 2025** at the 2nd floor, Conference Room, Port Operations Building (POB), PMO Masbate.
- VI. Approved Budget for the Contract: **₱420,317.10**
- VII. Source of Funds: PPA Corporate Operating Budget
- VIII. Mode of Procurement: Please see Terms of Reference (Section VII)
- IX. Nature of Evaluation Process: Quality-Cost Based Evaluation (QCBE)
- X. Contract Duration: 15 calendar days

The Philippine Ports Authority-Port Management Office of Masbate reserves the right to accept or reject any quotation, to annul the bidding process, and to reject all quotations at any time prior to the award of contract without thereby incurring any liability to the affected proposer or proposers.



RENE L. AGAO II
BAC Chairperson

BIDS AND AWARDS COMMITTEE
For Engineering Projects

INSTRUCTIONS TO PROPOSERS

- I. Proposer-applicant shall accomplish all the Bid Forms and use separate sheets if necessary.
- II. All supporting photocopied documents shall be duly marked **“CERTIFIED PHOTOCOPY OF THE ORIGINAL”** by the Authorized Managing Officer.
- III. Proposals shall be submitted on or before the published deadline, otherwise it shall be marked **“LATE”** and shall not be accepted.
- IV. The First Envelope or the Technical Component of the Proposal shall contain the following documents:
 1. Mayor's permit issued by the city or municipality where the principal place of business of the prospective proposer is located.
 2. Omnibus Sworn Statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:
 - a. It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB;
 - b. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
 - c. It is authorizing the Port Manager or his duly authorized representative/s to verify all the documents submitted;
 - d. The signatory is the authorized representative of the prospective proposer, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective proposer in the procurement process, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective proposer is a corporation, partnership or joint;
 - e. It complies with the disclosure provisions under Section 47 of the Act in relation to the other provisions of RA 3019;
 - f. It complies with the responsibilities of a prospective or eligible proposer provided in the PBD;
 - g. It complies with existing labor laws and standards; and
 - h. It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
 3. PhilGEPS Registration Number.
 4. Description of organization and outline of recent experience.
 5. List of ongoing and completed government and private contracts.
 6. Organizational chart of the key and support staff indicating their tasks.
 7. List of key personnel with CV's.

- V. The Second Envelope or the Financial Component of the Proposals shall contain the following documents:
1. Financial Proposal in the prescribed form.
 2. Proposal Prices in the Bill of Quantities.
 3. Detailed Estimates.
 4. Summary sheets of prices of materials, labor, and equipment used in coming up with bid.
 5. Cash Flow by weekly and payment schedule.
- VI. All pages of the Technical and Financial Proposals shall be chronologically paged and shall be signed by the Authorized Managing Officer.
- VII. The Technical and Financial Proposals shall be provided with "cover" and "table of contents".
- VIII. Aside from the original copies of the technical and financial proposals, the proposers are required to submit six (6) photocopies of these proposals properly bound and marked original or photocopy as the case may be.

Properly bound shall mean cloth-bound, hard-bound or paper-bound. Combo-bound (or ring-bound), fastener-bound or stapler-bound, or with loose page/s, shall not be accepted.

1. The original and photocopies of the Technical Proposal shall be wrapped together and marked "Technical Proposal".
2. The original and photocopies of the Financial Proposal shall be wrapped together and marked "Financial Proposal".
3. The Technical and Financial Proposals shall then be wrapped together, and the wrapper shall be marked as follows:

Name of Proposer
Proposer's Address

To the BAC Chairperson
PPA-PMO Masbate
2nd Floor, Port Operations Building,
Brgy. Bapor, Masbate City

Name of Contract to be propose: _____

DO NOT OPEN BEFORE *"the schedule time of bidding"*

IX. Proposers or their duly authorized representatives are encouraged to attend the Opening of the Bids, the date of which is indicated in the Request for Proposal. The proposer's authorized representatives shall present an authorization from the Authorized Managing Officer.

X. Failure to comply with any of the above requirements shall be grounds for disqualification.

XI. Please be guided accordingly.



RENE L. AGAO II
BAC Chairperson

TERMS OF REFERENCE

SERVICES FOR THE CONDUCT OF PROPERTY/LAND SURVEY FOR THE PORT OF MASBATE CITY, MASBATE CITY, MASBATE

I. INTRODUCTION

The Philippine Ports Authority – PMO Masbate wishes to engage services of eligible consultant for the conduct of Property/Land Survey for the Port of Masbate City and for the titling of real estate property owned by PMO Masbate, under the name of Philippine Ports Authority.

This Terms of Reference (TOR) is intended to convey the scopes, obligations, and responsibilities required of the prospective consultant.

II. UNDERTAKINGS

1. The consultant shall undertake and complete the survey services within the specified contract duration;
2. Survey works shall be undertaken in accordance with the Geodetic Engineering Law and Manual Land Surveys in the Philippines;
3. In the conduct of the survey, the consultant shall comply with all applicable laws, rules, and regulations of the PPA and Local Government Units;
4. The consultant shall comply with all applicable provisions of the Implementing Rules and Regulations of RA 9184;
5. Required outputs as specified in item V shall be submitted to PPA-PMO Masbate not later than fifteen (15) Calendar Days after the target completion date;
6. The consultant shall coordinate with PPA-PMO Masbate Engineers at all times during the duration of the survey work. In no case shall the consultant proceed with any activity related to the Port Zone Delineation Relocation Survey without prior information and notice of PPA Engineers.

III. SCOPE OF WORK

A. The scope of work to be undertaken for the conduct of Property/Land Survey

- Mobilization and Demobilization
- Actual survey works to relocate the present land boundaries of Masbate City's Port Zone Delineation's (PZD) and the landmass of the port for titling
- CAD plotting and printing of survey result (Property/land survey including the sketch of the existing facilities/utilities, roads, to include the soft copy of such file)

The survey is intended to establish the metes and bounds and planimetric position of existing facilities (e.g. wharf, covered walkway, buildings, etc.), landmass, access roads, and coastline formations of administrative jurisdiction of the Philippine Ports Authority.

The survey shall include the determination of public and private properties and be reflected in the Plan. The cadastral plan of the LGU shall all be superimposed together with the Plan.

B. Equipment Requirements

- 1 unit - Total Station with accessories or equivalent
- 1 unit – GPS (Dual Frequency Pair)
- 1 unit – Service Vehicle
- 1 unit – Motorized Banca

C. Contract Duration

The contract effective start date is Seven (7) calendar days after the receipt of Notice to Proceed (NTP). Contract Duration is Fifteen (15) calendar days. ✓

IV. STAFF REQUIREMENTS

The consultant shall have the key personnel or experts that will be utilized in the performance of these services, their qualifications (education, training, and experience) at the times that they serve. The following minimum specialization is anticipated to be required in the project:

- Licensed Geodetic Engineer
- Instrument Man
- Survey Aide

V. EXPECTED OUTPUT AND DELIVERABLES

- A. Submission of Survey Plans signed by a Licensed Geodetic Engineer to Philippine Ports Authority – PMO Masbate:
 - a. Soft copy of CAD
 - b. 2 sets 15.5" x 20"
 - c. 5 sets of white prints (standard size)
 - d. 2 sets copy in A3 size paper

VI. TERMS OF PAYMENT

- A. Payment shall be made after acceptance of deliverables per project with complete supporting documents.
- B. Payment shall be subject to taxes, auditing and accounting rules and regulations and existing rules and regulations of the PPA related to payment of procurement contracts.
- C. A penalty of 1/10 of 1% shall be imposed for each day of delay in the completion of the project.

VII. MODE OF PROCUREMENT

The procurement of the consulting services shall be undertaken through the Alternative Mode – Small Value Procurement (SVP) pursuant to RA 9184 and its Revised Implementing Rules and Regulations (IRR).

Proposals shall be evaluated using the Quality-Cost Based Evaluation (QCBE) wherein Technical Proposals shall be given a weight of 60% and the Financial Proposals shall be given a weight of 40%. The consultant obtaining the highest total score shall be declared by the BAC as the proposer with Highest Rated and Responsive Proposal (HRRP).

VIII. ASSISTANCE TO BE PROVIDED BY PPA

Technical Description, as finally approved, will be provided by PPA-PMO Masbate to eligible consultants as their survey reference. Corrections, if there are any, shall be made by the survey team provided that prior consultation and approval from PPA-PMO Masbate authorized personnel shall be made. Otherwise, it will not be accepted and will be subjected to appropriate rectifications.

Date: _____

The Port Manager

PPA-PMO Masbate

2nd Floor, Port Operations Building,
Brgy. Bapor, Masbate City, Masbate

Attention: **The Chairperson**
Bids and Awards Committee

Sir:

In accordance with your request for proposal for the project, **PROPERTY/LAND SURVEY FOR THE PORT OF MASBATE CITY, MASBATE CITY, MASBATE (CONTRACT NO. MSB 2501)** and subject to all the condition hereof, We/I propose to accomplish all the necessary works and all necessary plant/equipment, tools, appliances, consumable stores, fuel, labor, and materials, to complete the works at our/my own expense at the following prices in Philippine Currency:

BILL NO.	DESCRIPTION OF WORKS	BID AMOUNT (Php)
I	PROPERTY/LAND SURVEY	
1.01	Mobilization/Demobilization	
1.02	Actual survey works to relocate the present land boundaries of Masbate City's Port Zone Delineation's (PZD) and the landmass of the port for titling	
1.03	CAD plotting and printing of survey result (Property/land survey including the sketch of the existing facilities/utilities, roads, to include the soft copy of such file)	
TOTAL ESTIMATED COST (Including VAT)		
AMOUNT IN WORDS:		

Note: Total amount in accordance with prices quoted in the Bill of Quantities

1. Quantities are approximate only and are to be used for comparison of bids. Actual quantities will be as needed in the field and as ordered by the Engineer.
2. Consultants' quotations shall be inclusive of required taxes.
3. All pages of the proposal should be signed by the consultant.

4. Erasures or corrections in the proposal should be initialized by the consultant's authorized signatory.

We/I make this proposal with adequate knowledge of the kind, quantity and quality of the materials, services and scope of the work required. If our proposal is accepted, we/I will, after receiving the Notice of Award, enter into Contract within seven (7) days from receipt of such Notice of Award.

We/I shall commence works within seven (7) calendar days from the issuance of the Notice to Proceed (NTP) and complete the works in accordance with the plans and technical specifications within Fifteen (15) calendar days.

We/I understand that the Authority may order additions to or deletions from the scope of work as specified, if necessary.

Enclosed herewith are the detailed estimates and computations of the cost of all items of work enumerated above.

All provisions contained in the contract affected by the acceptance of this Proposal shall extend to and be binding upon the successors of the parties hereto.

Very truly yours,

(Signature of the Authorized Signing Official)

Business Name :

Address :

Full Name of Authorized Signing Official :

Position of the Authorized Signing Official :

BILL OF QUANTITIES

Name of Project: Property/Land Survey for the Port of Masbate City (E240018), Masbate City, Masbate

(CONTRACT NO. MSB 2501)

ITEM NO.	DESCRIPTION OF WORKS	UNIT	QUANTITY	UNIT PRICE	AMOUNT
I	PROPERTY/LAND SURVEY				
1.01	Mobilization/Demobilization	lot	1.00		
1.02	Actual survey works to relocate the present land boundaries of Masbate City's Port Zone Delineation's (PZD) and the landmass of the port for titling	sq.m.	184,057.15		
1.03	CAD plotting and printing of survey result (Property/land survey including the sketch of the existing facilities/utilities, roads, to include the soft copy of such file)	lot	1.00		
		TOTAL			
Amount in Words:					

Submitted by:

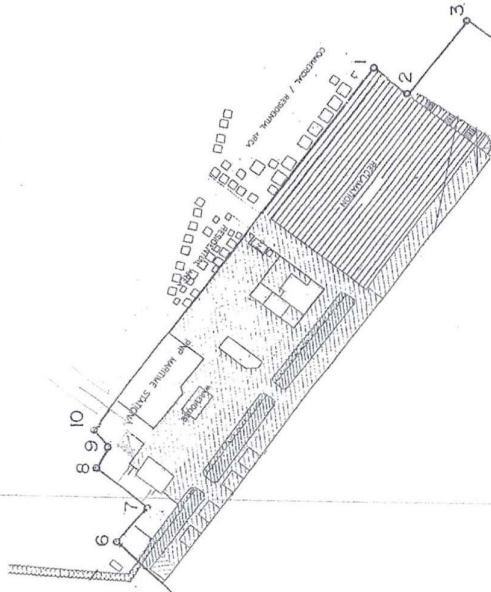
Name and Signature of Authorized Representative

Position

Name of Proposer

Date

: _____
: _____
: _____
: _____



19875.28

TECHNICAL DESCRIPTION

LINE	BEARING	DIST. (m)
1-2	S 42° 0' W	25.00
2-3	S 51° 10' E	58.00
3-4	S 35° 0' W	444.85
4-5	N 51° 05' 31" W	428.84
5-6	N 41° 25' E	405.00
6-7	S 51° 0' E	25.00
7-8	N 38° 50' E	41.00
8-9	S 54° 0' E	16.00
9-10	N 45° 0' E	13.00
10-1	S 53° 0' E	282.00

A = 184,053.94 Sq.m.



PORT ZONE DELINEATION PLAN

SCALE 1:3000 METERS

LOCATION PORT OF MASBATE CITY

PROJECT TITLE

DRAWN BY:

ALVIN C. ARISPE
DRAFTSMAN

CHECKED AND REVIEWED BY:

ARNIE R. OBUSAN
ESD MANAGER

APPROVED BY:

RENE R. AGAO
ACTING PORT MANAGER

SHEET NO.

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