


<div>PHILIPPINE PORTS AUTHORITY PMO - Eastern Leyte/Samar Port Area, Tacloban City Tel. No. (053) 832-3962 Email Add: bac_pmoels@yahoo.com</div> <div>Bids and Awards Committee - Procurement of Goods and Consultancy Services &amp; Engineering Projects (BAC-PGCS/EP)</div> <div>REQUEST FOR QUOTATION</div>							
RFQ for P.R. No.: TAC-4206-23				P.R. Date: September 1, 2023			
Date Of Quotation: October 31, 2023							
Project/Title: Port Zone Delineation Survey for the New Port of Catbalogan							
Office/End-User: ESD, PPA-PMO-Eastern Leyte/Samar							
Please read the Terms and Conditions of this Request for Price Quotation (RFQ) and quote your lowest price on the item/s listed below. Submit this RFQ, duly signed and sealed, to the BAC-PGCS/EP Secretariat, Victor Ansel O. Tingzon not later than 9:30 a.m. of November 27, 2023. OPENING OF BIDS shall follow at 10:00 a.m. on the same day at PPA, PMO-Eastern Leyte/Samar, Multi-Purpose Hall, Port Area, Tacloban City.							
ITEM NO.	ITEM/S & SPECIFICATION	QTY	UNIT	AGENCY CANVASSED		BIDDER'S PRICE	
				UNIT	TOTAL	UNIT	TOTAL
	Port Zone Delineation Survey for the New Port of Catbalogan						
I	New Port of Catbalogan						
	1.1.1 Original survey of proposed port zone delineation of Port of Catbalogan	1,030,130.00	sq.m.	0.23	236,269.69		
	1.2.1 Transportation, accommodation of the survey party and placement of concrete monuments	1.00	lot	91,875.00	91,875.00		
	X-X-X-X-X-X						
NOTE: <u>Port Zone Delineation Survey for the New Port of Catbalogan</u>				TOTAL ABC Php	328,144.69	BIDDER'S TOTAL	
<div>PRINTED NAME &amp; SIGNATURE OF OWNER/AUTHORIZED REPRESENTATIVE</div> <div>COMPANY NAME: _____</div> <div>ADDRESS: _____</div> <div>CONTACT NO.: _____</div>							
<div>TERMS AND CONDITIONS</div> <div>Small Value Procurement (SVP)</div> <div>1. Fill-out all entries legibly; typewritten or handwritten.</div> <div>2. Attach the photocopy of the following documents:<div>a. Mayor's Business Permit - 2023</div><div>b. PhilGEPS Registration Number</div><div>c. Professional License of Geodetic Engineer</div></div> <div>3. Quote on all items specifying the unit cost for each item, the total cost, and the total price quotation.</div> <div>4. Any alteration, erasures or overwriting shall be valid only if they are signed or initialed by the bidder.</div> <div>5. Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "Failed" under the "Pass/Fail" criterion in Rule IX Section 30.1 of the 2016 Revised IRR of RA 9184.</div> <div>6. The contract shall be awarded to the consultant with the single or highest rated and responsive proposal.</div> <div>7. Deliver the services within thirty (30) working days from receipt of the Notice to Proceed; otherwise, you must pay liquidated damages equal to one-tenth (1/10) of one percent (1%) of the cost of the services to be delivered for every day of delay.</div> <div>8. Bid prices shall be valid for a period of sixty (60) calendar days from date of quotation.</div> <div>9. The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract under Section 41 of the Revised IRR of RA 9184.</div> <div>10. The pertinent provisions of RA 9184 and its Revised IRR shall govern the contract implementation and other matters not expressly mentioned herein.</div> <div>11. Please attach copy of the PPA Official Receipt in the amount of Five Hundred Sixty (Php. 560.00) pesos as proof of payment of the non-refundable fee for the cost of Bidding documents.</div> <div><div></div><div>ATTY. GLENN S. LAGUNAY Chairperson, BAC-PGCS/EP</div></div>							

## TERMS OF REFERENCE

### PORT ZONE DELINEATION SURVEY SERVICES FOR THE NEW PORT OF CATBALOGAN, CATBALOGAN, SAMAR

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#### I. OBJECTIVE:

The survey intends to set boundaries for the port zone delineation and to establish corners for the land area for the construction of new Port of Catbalogan, Catbalogan, Samar.

#### II. APPROVED BUDGET FOR THE CONTRACT (ABC):

The ABC for the PZD survey services is **Three Hundred Twenty-Eight Thousand One Hundred Forty-Four and 69/100 (328,144.69)** inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs.

#### III. SCOPE OF WORKS:

The Consultant/Firm shall undertake the following:

- a) Pre-Survey Activities and Field Operation
  - i. Data Research on the Affected Lots/Properties
  - ii. Reconnaissance.
- b) Notification of Survey. The Barangay Chairperson and Lot owner affected by the survey shall be notified before the conduct of survey.
- c) Survey on Port Zone Delineation. The following shall apply:
  - i. At the starting of the survey, base point/station shall be established by static GPS survey procedure using differential global positioning system (DGPS).
  - ii. The establishment of corners, boundary lines, etc, of magnetic surveys, upon which valid land titles have been based, shall be established following the metes and bounds as stated in the certificate of title, taking into consideration the adjoining natural and man-made features and as many as old corners as possible.
  - iii. In establishing monuments, a standard cylindrical concrete monument must be placed.
- d) Prepare and submit three (3) hard copies of the PZD (Land Area and Off-shore) (size A3) with technical description signed and sealed by appropriate professionals to PPA, PMO-Eastern Leyte/Samar including Computer-Aided Drawing (CAD) file. The CAD File shall be drawn in an appropriate scale.
- e) Fulfil all its obligations by using its technical expertise and in accordance with the highest professional and industry standards. The CONSULTANT shall exercise all reasonable skill, care, diligence and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of PPA, PMO-Eastern Leyte/Samar. To attain these ends, the Consultant/Firm shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services.

#### IV. PORT ZONE DELINEATION FOR ORIGINAL SURVEY:

Hereunder is the PZD for survey.

Item No.	Property Zone Delineation	Area in Sq.M.
1	New Port of Catbalogan	1,030,130

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#### V. QUALIFICATIONS OF THE CONSULTANT

The consultant must be in the business of providing Land/Off-Shore Surveying services for at least two (2) years and must be eligible in dealing business with the government with the following requirements:

1. Mayor's/Business Permit - 2023
2. PhilGEPS Registration Number
3. Professional License of Geodetic Engineer

The minimum list of equipment required are as follows:

1. One (1) unit Total Station w/ complete accessories, owned
2. One (1) unit Real Time Kinematic w/ complete accessories, owned

The minimum required experience of proposed professional staff are as follows:

Min. Number of Position	Key Personnel	Qualification
One (1)	Geodetic Engineer	Up to five (5) years
One (1)	Instrument Man	Up to five (5) years
One (1)	Survey Aide	Up to two (2) years

#### VI. PROJECT TIMELINE

Activity	Timeline (Working Days)
a. Pre-Survey Activities and Field Operation	
i. Data Research on the Affected Lots/Properties	5
ii. Reconnaissance.	2
b. Issuance of Notification to affected owners	2
c. Survey on Port Zone Delineation	6
d. Submission and presentation to PPA, PMO-EL/S of survey returns for review	2
e. Submission of survey returns to the proper government agency for approval	13
Total	30

#### VII. CONTRACT TERM

The Project shall be effective from the issuance of the Notice to Proceed to the Consultant/Firm.

Consultant/Firm is given **Thirty (30) working days** to prepare and submit the required outputs reckoned from the date of receipt of the Notice to Proceed from PPA, PMO-Eastern Leyte/Samar.

The Project shall end upon the receipt by the Consultant/Firm of the Certificate of Acceptance and Completion issued by PPA, PMO-Eastern Leyte/Samar, unless sooner terminated for a cause or upon mutual agreement by both parties.



## TERMS OF REFERENCE

### PORT ZONE DELINEATION SURVEY SERVICES FOR THE NEW PORT OF CATBALOGAN, CATBALOGAN, SAMAR

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#### VIII. MODE OF PAYMENT

Any payments relative to the partial or full completion of the contract shall be in accordance with the government procurement and auditing regulations. Prior to any release of payment, a statement of work accomplished must be submitted by the consultant and shall be subjected to verification by PPA's authorized representative.

#### IX. MODE OF PROCUREMENT

The procurement of the survey services shall be undertaken through Alternative Method - Small Value Procurement (AM-SVP) pursuant to RA 9184 and its Revised IRR.

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

Prepared by:

  
**JAYKURTZ G. CAMERO**  
Engineering Assistant - A

Submitted by:

  
**ROSSANA Z. NUEVO**  
Acting Division Manager, ESD

Approved:

  
**MANUEL A. BOHOLANO**  
Port Manager

Project Title: Port Zone Delineation Survey for the New Port of Catbalogan  
(PR-TAC-4206-23)  
Location: Catbalogan, Samar

CHECKLIST FOR TECHNICAL REQUIREMENTS			
I.	Experience of the Firm (List of Similar On-going and Completed Government and Private Contracts)		
		Up to 1 year	
		More than 1 year to 2 years	
		More than 2 years to 3 years	
		More than 3 years	
II.	1. Experience of Key Personnel		
	1.1 Geodetic Engineer	Up to 5 years	
		More than 5 years to 8 years	
		More than 8 years to 10 years	
		More than 10 years	
	1.2 Instrument Man	Up to 5 years	
		More than 5 years to 8 years	
		More than 8 years to 10 years	
		More than 10 years	
	1.3 Survey Aide	Up to 2 years	
		More than 2 years to 6 years	
		More than 6 years to 10 years	
		More than 10 years	
	2. Relevant Training		
	2.1 Geodetic Engineer	24 hours	
		More than 24 hours to 36 hours	
		More than 36 hours to 72 hours	
		More than 72 hours	
III.	Methodology		
	Project Duration	30 Working Days	
		25 -29 Working Days	
		21 – 24 Working Days	
		20 Working Days or less	