



NEGOTIATED PROCUREMENT- TWO FAILED BIDDING

Procurement of PARCELLARY AND STRUCTURAL/FACILITIES SURVEY OF FOURTEEN (14) PORTS UNDER PMO- PANAY/GUIMARAS FOR REGISTRATION AS PUBLIC LAND UNDER THE ADMINISTRATIVE JURISDICTION OF PPA

**APPROVED BUDGET FOR THE CONTRACT:
PHP 2,186,077.31**

JULY 2025

Section I. Invitation



INVITATION FOR NEGOTIATION AND REQUEST FOR SUBMISSION OF PROPOSALS

(Negotiated Procurement - Two Failed Bidding)

PROCUREMENT OF PARCELLARY AND STRUCTURAL/FACILITIES SURVEY OF FOURTEEN (14) PORTS UNDER PMO-PANAY/GUIMARAS FOR REGISTRATION AS PUBLIC LAND UNDER THE ADMINISTRATIVE JURISDICTION OF PPA

In view of two (2) failed biddings, the Philippine Ports Authority – PMO Panay/Guimaras Bids and Awards Committee (BAC) invites interested bidders/suppliers in the negotiation for the PARCELLARY AND STRUCTURAL/FACILITIES SURVEY OF FOURTEEN (14) PORTS UNDER PMO-PANAY/GUIMARAS FOR REGISTRATION AS PUBLIC LAND UNDER THE ADMINISTRATIVE JURISDICTION OF PPA in accordance with Section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.

The PPA PMO Panay/Guimaras through the authorized budget under the Corporate Funds intends to negotiate the total sum of **Two Million, One Hundred Eighty-Six Thousand, Seventy-Seven Pesos and 31/100 (P2,186,077.31)** being the Approved Budget for the Contract (ABC) to payments under the contract for the PROCUREMENT OF PARCELLARY AND STRUCTURAL/FACILITIES SURVEY OF FOURTEEN (14) PORTS UNDER PMO-PANAY/GUIMARAS FOR REGISTRATION AS PUBLIC LAND UNDER THE ADMINISTRATIVE JURISDICTION OF PPA (*Port of Iloilo Baseport- Fort San Pedro, Iloilo Fastcraft Terminal, Iloilo River Wharf, Iloilo Commercial Port Complex; Port of Concepcion, Iloilo; Port of Dumangas, Iloilo; Port of Estancia, Iloilo; Port of Alegria, Buruanga, Aklan; Port of Catiguan, Malay, Aklan; Port of Dumaguít, Aklan; Port of Libertad, Antique; Port of Lipata, Antique; Port of San Jose, Antique; Port of Culasi, Roxas City; Port of Buenavista, Guimaras; Jordan, Guimaras; Port of Sibunag, Guimaras*).

The following schedule of activities shall be observed:

Activity	Schedule
Issuance of Bidding Documents	July 14, 2025
Negotiation Meeting	July 17, 2025, 10:00 AM
Submission of Bids	July 24, 2025, 9:30 AM
Opening of Bids	July 24, 2025, 10:00 AM

The PPA PMO Panay/Guimaras reserves the right to accept or reject any bid, to annul the negotiation process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

The Procuring Entity shall evaluate bids using the ***Quality-Cost Based Evaluation/Selection (QCBE/QCBS)*** procedure. Only bids whose technical proposals pass the minimum technical evaluation score of seventy percent (70%) shall have their financial proposals opened and evaluated. The technical proposal shall carry seventy-five percent (75%) weight while the financial proposal shall carry twenty-five percent (25%) weight in the evaluation. The criteria and rating system for the evaluation of bids shall be provided in the Annex A.

The contract shall be completed within **Two Hundred Forty (240) Calendar Days**.

The eligibility and bidding documents are posted at the Philippine Government Electronic Procurement System (www.philgeps.gov.ph) and the PPA Website (www.ppa.com.ph). Interested suppliers may download the eligibility/bidding documents from any of these websites or may be acquire at the **PPA, PMO-PNG Office, 4th Floor, Administration Building, ICPC, Brgy. Loboc, Lapaz, Iloilo City**. Bidders that have previously purchased bid documents are no longer required to purchase the bid documents again. However, new consultants which did not purchase the bidding documents in the previous failed biddings may join provided that they shall pay the applicable fee of Php5,000.00, inclusive of VAT not later than the submission of their Best Offer. Proof of payment shall be presented, physically or through facsimile/email, on or before deadline for submission and opening of bids.

For further information, please refer to:

Engr. Rona Mae B. Tanoy
Head, BAC Secretariat
PPA, PMO-PNG
4th Floor, Admin. Bldg., ICPC
Brgy. Loboc, Lapaz, Iloilo City
(033)337-7791 to 93
rmbarabona@yahoo.com

July 14, 2025

signed

ENGR. JERRY P. ABELLO

BAC Chairperson

Checklist of Eligibility (Legal, Technical and Financial) and Financial Proposal Documents

Notes on the Checklist of Eligibility (Legal, Technical and Financial) and Financial Proposal Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid but shall be subject to the following:

a. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

Prospective bidders shall be given the opportunity to negotiate and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal.

During this negotiation phase, bidders are allowed to submit their eligibility documents (legal, technical and financial). Eligibility documents which were not submitted during the negotiation phase, or which the bidder needs to modify, shall be submitted as part of the Best Offer.

During the opening of the Best Offer, the BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 Revised IRR of Rep. Act No. 9184

GENERAL INSTRUCTIONS ON SUBMISSION OF BIDS

SUBMISSION OF BIDS:

Submit TWO (2) SETS (ORIGINAL AND PHOTOCOPY) OF ENVELOPE NO. 1, containing the ELIGIBILITY DOCUMENTS (LEGAL, TECHNICAL AND FINANCIAL) & ENVELOPE NO. 2, containing the BEST OFFER (FINANCIAL BID PROPOSAL).

Checklist of Eligibility (Legal, Technical and Financial) and Financial Proposal Documents

ENVELOPE NO. 1 - ELIGIBILITY ENVELOPE

DURING SUBMISSION AND OPENING OF BEST OFFER:

The preliminary examination of bids shall use a non-discretionary “pass/fail” criterion. If a bidder submits the required document, it shall be rated “passed” for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed”. Otherwise, the BAC shall rate Envelope No. 1 as “passed”. (Rule IX, Section 30.1).

(To be filled-up by the PPA during the Preliminary Examination of Bids)

DOCUMENTS	CONTENTS/ DESCRIPTION	Pass/ Fail	Remarks
Class “A” Documents			
Legal Documents			
a. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;			
Technical Documents			
b. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid .			

c. Statement of the Bidder Enumerating of All Its Completed Government and Private Contracts, from the start of business to present, whether similar or not similar on Nature and Complexity to the contract to bid and shall include, for each contract, the following: • the name and location of the contract; • date of award of the contract; • type and brief description of consulting services; • consultant's role (whether main consultant, subconsultant, or partner in a JV) • amount of contract; • contract duration; and • certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract; (Proof of satisfactory completion of completed contracts such as Certificate of Satisfactory Completion/Acceptance, or Official Receipts or Sales invoice of payment)			
d. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions; including their respective curriculum vitae.			

e. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration;				
Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)			
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Two percent (2%)			
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. <i>For biddings conducted by LGUs, the Bank Draft/Guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>				

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.	Five percent (5%)			
The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: • The amount of not less than 2% of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or • The amount of not less than 5% of ABC, if bid security is in Surety Bond.				
Technical Proposal Form The Technical Proposal shall contain the following information/documents using the form prescribed in this bidding documents:				
a. TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM. Technical Proposal Submission Form shall be the cover letter of the Technical Proposal, using the form prescribed in Section II. Bidding Forms.				
b. TPF 2. CONSULTANT'S REFERENCES A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature as required in form TPF 2.				

Consultant's References. For each project, the outline should indicate inter alia, the project, contract amount and the Consultant's involvement. Information should be provided only for those projects for which the Consultant was legally contracted by itself or as one of the major participating consultants within an association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners and/or subconsultants, but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.			
c. TPF 3. COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY. Comments, if any, on the TOR (TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity) to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the Project. In this regard, unless the Consultant clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule. It shall include a list of facilities requested by the Consultant to be provided by the			

Procuring Entity, if any, in addition to those shown on the Data Sheet that may include support facilities such as: counterpart staff, office space, local transportation, equipment, domestic administrative support, etc. that would be needed to carry out the project.			
d. TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR using TPF 4. Description of the Methodology and Work Plan for Performing the Project.			
e. TPF 5. TEAM COMPOSITION AND TASK An organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project using TPF 5. Team Composition and Task			
f. TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff. Only one duly notarized CV for each consultant involved in the Project may be submitted			

for each position. The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert: • is proposed for a domestic position but is not a Filipino citizen; • failed to state nationality on the CV; or • the CV is not signed			
g. TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL A Time Schedule (TPF 7. Time Schedule for Professional Personnel) indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.			
h. TPF 8. ACTIVITY (WORK) SCHEDULE A Time Schedule (TPF 7. Time Schedule for Professional Personnel) indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also			

indicate when experts are working in the project office and when they are working at locations away from the project office.			
i. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in the Bidding Forms.			
FINANCIAL DOCUMENTS			
a. BIDDER'S AUDITED FINANCIAL STATEMENT (AFS) FOR LOCAL BIDDER: - BIDDER'S AUDITED FINANCIAL STATEMENT (AFS), showing, among others, the Bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission. Notes: - Audited Financial Statements under Annex A of PhilGEPS Certificate is acceptable provided that the same is for the preceding calendar year which should not be earlier than 2 years from the date of bid submission. - Electronically filed AFS should be supported by proof of confirmation receipt from the BIR. - Submission of a consolidated AFS is allowed, provided, that the data for the participating Bidder can be extracted to establish the financial capacity of the Bidder; - If bidding as a JV, the AFS shall be submitted by any of the JV partners.			

b. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.			
c. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.			

ENVELOPE NO. 2 – BEST OFFER (FINANCIAL BID PROPOSAL) ENVELOPE

FOR SUBMISSION OF BEST OFFER (FINANCIAL BID PROPOSAL):

THE BID FORM INCLUDING ALL ATTACHMENTS (IF ANY) SHALL BE SIGNED/INITIALED BY THE BIDDER OR BIDDER'S AUTHORIZED REPRESENTATIVE/S ON EACH AND EVERY PAGE. FAILURE TO DO SO SHALL BE A GROUND FOR REJECTION OF THE BID.

In case one or more of the requirements in the Best Offer (Financial Bid Proposal) is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC, the BAC shall rate the bid as "failed". (Sec. 30.2, Rule IX, IRR)

Bids not addressing or providing all the required items in the Bidding Documents including, where applicable, Bid Cost Sheet, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) or "-" (dash) for the said item would mean that it is being offered for free to the government, except those required by law or regulations to be provided for. (Sec 32.2.1(a), Rule IX, IRR) To ensure completeness of the bid, bidders must ensure that ALL items, columns or matrices in the prescribed forms are appropriately filled-up and no item, column, or matrix is left blank.

Further, bidders are not allowed to revise the quantities/unit of measurement indicated therein. However, during the conduct of bid evaluation, if quantity/unit of measurement is revised, the bid shall be recalculated based on the quantities/unit of measurement indicated in the final Project Cost Breakdown. This is to ensure that all bids are evaluated on equal footing, pursuant to Section 32.2.2 of the 2016 Revised IRR.

	CONTENTS OF DOCUMENT	PASS/FAIL	REMARKS
1. FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM (Use prescribed form)			
2. FPF2. SUMMARY OF COSTS (Use prescribed form)			
3. FPF 3. BREAKDOWN OF PRICE PER ACTIVITY			
4. FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY			

5. FPF 5. REIMBURSABLES PER ACTIVITY			
6. FPF 6. MISCELLANEOUS EXPENSE			

OTHER DOCUMENTS REQUIRED FROM THE BIDDER WITH THE HIGHEST
RATED BID UNDER SECTION 34.2 OF THE 2016 REVISED IRR

1. Documents must be submitted within five (5) calendar days from receipt of notice/advice from the BAC.
 - 1.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the HRRB, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated below:
 - 1.1.1. Certified True Copies of the following Class “A” Documents as supporting documents in Annex “A” of the PhilGEPS Registration Certificate (Platinum Membership):
 - 1.1.2. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent documents;
 - 1.1.3. Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
 - 1.1.4. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
 - 1.1.5. The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.



**TERMS OF REFERENCE
FOR
“PARCELLARY AND STRUCTURAL/FACILITIES SURVEY OF FOURTEEN (14) PORTS
UNDER PMO-PANAY/GUIMARAS FOR REGISTRATION AS PUBLIC LAND UNDER THE
ADMINISTRATIVE JURISDICTION OF PPA”**

I. RATIONALE

This Term of Reference (TOR) shall be guide to parties interested in the public procurement for the conduct of **“Parcellary and Structural/Facilities Survey of Fourteen (14) Ports Under PMO-Panay/Guimaras for Registration as Public Land Under the Administrative Jurisdiction of PPA.”**

II. SPECIFIC NAMES AND LOCATIONS OF THE PORTS:

1. Port of Iloilo Baseport- Fort San Pedro, Iloilo Fastcraft Terminal, Iloilo River Wharf, Iloilo Commercial Port Complex;
2. Port of Concepcion, Iloilo;
3. Port of Dumangas, Iloilo;
4. Port of Estancia, Iloilo;
5. Port of Alegria, Buruanga, Aklan;
6. Port of Caticlan, Malay, Aklan;
7. Port of Dumaguait, Aklan;
8. Port of Libertad, Antique;
9. Port of Lipata, Antique;
10. Port of San Jose, Antique;
11. Port of Culasi, Roxas City;
12. Port of Buenavista, Guimaras;
13. Port of Jordan, Guimaras;
14. Port of Sibunag, Guimaras

III. SCOPE OF WORKS

The general scope of services and deliverable are as follows:

1. Receiving instructions/Acceptance/Establishment of Job
2. Research current survey information
3. Field survey including marking of boundaries, location of structures (footprints only, floor level), paths, driveways, visible services, site levels, significant vegetation, street features for site frontage, fences type and height
4. Preparation of Report and Plan of Survey showing lot boundaries, dimensions, marks placed (where appropriate), easements and relationship to appurtenant occupation/fencing.
5. Supply of documentation (hard and soft copies)
6. Application for Approval at the Land Management Services (LMS)

Specific Items of Works include:

DESCRIPTION OF WORK	UNIT	QTY
PORT OF ILOILO BASEPORT (ICPC, FSP and IRW)		
<i>General Expenses (To include mobilization/demobilization, data gathering and research activities.)</i>	lot	1
<i>Field Survey (To include Marking of Boundaries), 35 hectares</i>	lot	1
<i>Cartographic/Office Works and Documentations</i>	lot	1
PORT OF CONCEPCION, ILOILO		
<i>General Expenses (To include mobilization/demobilization, data gathering and research activities.)</i>	lot	1
<i>Field Survey (To include Marking of Boundaries), 1,050 sq.m.</i>	lot	1
<i>Cartographic/Office Works and Documentations</i>	lot	1
PORT OF DUMANGAS, ILOILO		
<i>General Expenses (To include mobilization/demobilization, data gathering and research activities.)</i>	lot	1
<i>Field Survey (To include Marking of Boundaries), 3.70 hectares</i>	lot	1
<i>Cartographic/Office Works and Documentations</i>	lot	1
PORT OF ESTANCIA, ILOILO		
<i>General Expenses (To include mobilization/demobilization, data gathering and research activities.)</i>	lot	1
<i>Field Survey (To include Marking of Boundaries), 7,550 sq.m.</i>	lot	1
<i>Cartographic/Office Works and Documentations</i>	lot	1
PORT OF ALEGRIA, BURUANGA, AKLAN		
<i>General Expenses (To include mobilization/demobilization, data gathering and research activities.)</i>	lot	1
<i>Field Survey (To include Marking of Boundaries), 3,390 sq.m.</i>	lot	1
<i>Cartographic/Office Works and Documentations</i>	lot	1
PORT OF CATICLAN, MALAY, AKLAN		
<i>General Expenses (To include mobilization/demobilization, data gathering and research activities.)</i>	lot	1
<i>Field Survey (To include Marking of Boundaries), 5,510 sq.m.</i>	lot	1
<i>Cartographic/Office Works and Documentations</i>	lot	1
PORT OF DUMAGUIT, AKLAN		
<i>General Expenses (To include mobilization/demobilization, data gathering and research activities.)</i>	lot	1
<i>Field Survey (To include Marking of Boundaries), 5,890 sq.m.</i>	lot	1
<i>Cartographic/Office Works and Documentations</i>	lot	1
PORT OF LIBERTAD, ANTIQUE		
<i>General Expenses (To include mobilization/demobilization, data gathering and research activities.)</i>	lot	1
<i>Field Survey (To include Marking of Boundaries), 1,200 sq.m.</i>	lot	1
<i>Cartographic/Office Works and Documentations</i>	lot	1

PORT OF LIPATA, ANTIQUE		
General Expenses (To include mobilization/demobilization, data gathering and research activities.)	lot	1
Field Survey (To include Marking of Boundaries), 8,331 sq.m.	lot	1
Cartographic/Office Works and Documentations	lot	1
PORT OF SAN JOSE, ANTIQUE		
General Expenses (To include mobilization/demobilization, data gathering and research activities.)	lot	1
Field Survey (To include Marking of Boundaries), 1.10 hectares	lot	1
Cartographic/Office Works and Documentations	lot	1
PORT OF CULASI, ROXAS CITY		
General Expenses (To include mobilization/demobilization, data gathering and research activities.)	lot	1
Field Survey (To include Marking of Boundaries), 2.40 hectares	lot	1
Cartographic/Office Works and Documentations	lot	1
PORT OF BUENAVISTA, GUIMARAS		
General Expenses (To include mobilization/demobilization, data gathering and research activities.)	lot	1
Field Survey (To include Marking of Boundaries), 1,100 sq.m.	lot	1
Cartographic/Office Works and Documentations	lot	1
PORT OF JORDAN, GUIMARAS		
General Expenses (To include mobilization/demobilization, data gathering and research activities.)	lot	1
Field Survey (To include Marking of Boundaries), 1,074 sq.m.	lot	1
Cartographic/Office Works and Documentations	lot	1
PORT OF SIBUNAG, GUIMARAS		
General Expenses (To include mobilization/demobilization, data gathering and research activities.)	lot	1
Field Survey (To include Marking of Boundaries), 3,900 sq.m.	lot	1
Cartographic/Office Works and Documentations	lot	1

The equipment needed for the services:

- 1-unit GPS-Dual Frequency
- 1-unit Total Station or equivalent
- 1-unit Service Vehicle

The duration of the Contract:

The contract will start within ten (10) days upon receipt of Notice to Proceed or Purchase/Job Order and service duration of **240 calendar days**.

GENERAL EXPENSES (Mobilization/Demobilization)

Mobilization/Demobilization includes the delivery of manpower and equipment to and from **each port**, rental of service vehicle and survey instruments, board and lodging of surveyors during the conduct of the above-mentioned survey works, and all incidental expenses that may be incurred relative to the conduct of the said hydrographic and topographic survey.

TRAVERSE/CONTROL SURVEY

A traverse or control survey along horizontal and vertical paths should have at least two (2) reference points and should be made starting from existing Bureau of Lands Location Monuments (BLLM), Barangay Boundary Monuments (BBM) or known parcellary lot boundaries in the port's vicinity, whichever is available and shall conform to the standards set forth in the Manual of Land Surveys in the Philippines.

Traverse and/or loop stations must start and end on recovered previously established horizontal ground controls of higher order and follow approximately the course of the boundaries of the affected properties.

Traverse stations or baselines must be properly established in at least two control points and described to be used as future reference for "As-Staked" and "As-Built" surveys.

PARCELLARY SURVEY

The objective of the Parcellary survey is to identify affected lots within the right-of-way (ROW) or within construction limits, that will be indicated in the detailed design plans to be approved by the Authority (PPA), and the aggregate affected lots for the purpose of registering them in favor of the Government.

RESEARCH/SURVEY DATA GATHERING

The winning bidder/surveyor shall conduct research and gather technical data within the specified survey limits and plot/overlay or incorporate the same in the final Survey Plan as directed by PPA Engineer.

CAD PLOTTING AND PRINTING

All survey data gathered in the field as specified in the preceding paragraphs shall be reflected on the plan in CAD format.

IV. OBLIGATIONS AND RESPONSIBILITIES OF THE SERVICE CONTRACTOR/SERVICE PROVIDER

- Undertake the services required on time.
- Comply with the provisions and other documentary requirements provided under R.A. 12009.
- Undertake survey works in accordance with Geodetic Engineering Law and in conformance with the Manual of Land Surveys in the Philippines.
- Obey port rules and regulations and local ordinances.
- Submit 4 sets of the duly signed and sealed parcellary/facilities survey plans
- Submit soft copy of plans in CAD Format and Report showing lot boundaries, dimensions, marks placed, easements and relationship to appurtenant occupant/fencing (if applicable).
- Based from recorded undisturbed BLLM or BBM, the winning surveyor shall establish at least two horizontal/vertical control stations/points within the port area that are intervisible with a minimum distance of 50 meters and mark with brass nail or rod with inscription "PPA – 1" and "PPA – 2" with corresponding geographic and grid coordinates to be reflected on the plan including its elevation reckoned from mean lower low water (M.L.L.W.) datum.
- Submit to Land Management Services (LMS) of the Bureau of Lands the necessary documentary requirements for the processing of the application for the approval of plans.

OF THE AUTHORITY

- Evaluate and Award the Contract to the winning bidder in accordance with the provision of RA 12009.
- Identify, supervise and monitor the activities during the conduct of survey works and related services.
- Pay to the service contractor the amount due to them as specified in the contract, upon submission of the original survey plan and report, duly sealed and signed, and presentation of Statement of Account supported with Acceptance Certificate, subject to existing government accounting rules and regulations.
(Proof of application submitted to the Land Management Services or similar responsible government agency for any completed area, and acceptance of complete documents by the same agency, will serve as the basis for determining payment to the Service Contractor.)

V. APPROVED BUDGET FOR THE CONTRACT (ABC):

Two Million, One Hundred Eighty-Six Thousand, Seventy-Seven Pesos and 31/100 (P2,186,077.31)

Prepared & submitted by:

signed

MAYLENE G. ARANTE
Acting ESD Manager

Recommending approval:

signed

JERRY P. ABELLO
BAC Chairman

Approved:

signed

ALLAN M. ROJO
Port Manager

ANNEX A. CRITERIA FOR EVALUATION OF TECHNICAL PROPOSALS

Criteria	Rating	Required Rating
I. Applicable Experience of the Consultant	45.0%	
a. Years of Business Operation	10.0%	7.0%
b. Consultants completed services with consideration to land-related surveying projects	10.0%	7.0%
c. Completed land-related surveying projects	25.0%	17.5%
II. Qualification of Personnel who may be assigned to the job	30.0%	
a. Education	5.0%	3.5%
b. Training	5.0%	3.5%
c. Overall Professional Work Experience	10.0%	7.0%
d. Work Experience related to nominated position	10.0%	7.0%
III. Current Workload relative to capacity	25.0%	
Grand Total	100.0%	

Minimum points required: 70.0% provided that no score for the above criterion is lower than 50% of the maximum allocated points. Failure to comply with any of the minimum qualifications of the required personnel will result in the disqualification of the proposal, notwithstanding an overall passing rate on the technical proposal garnered by the bidder.

I. Applicable Experience of the Consultant

This category will look into the experience and technical capacity of the consultant. This will cover the number of years of engagement that the consultant has with the relevant field. This will also include the assessment of the overall experience of the firm.

Criteria		Score
Years of Business Operation	more than 10 years	10
	8 to 9 years	9
	6 to 7 years	8
	5 to 6 years	7
Consultants completed services with consideration to land-related surveying projects	more than 10 projects	10
	9 to 10 projects	9
	7 to 8 projects	8
	5 to 6 projects	7

Completed land-related surveying projects	more than 10 projects	25
	9 to 10 projects	23
	7 to 8 projects	20
	5 to 6 projects	18

II. Qualification of Personnel who may be assigned to the job

This category will assess the personnels in terms of their qualifications and significant experience related to the services.

Personnel	Required Profession	No. of Years of work experience in surveying	Score
1- Project Manager	Licensed Geodetic Engineer	9 years or more	10
		7 to 8 years	9
		5 to 6 years	8
		3 to 4 years	7
1- Geodetic Engineer II	Licensed Geodetic Engineer	9 years or more	10
		7 to 8 years	9
		5 to 6 years	8
		3 to 4 years	7
1- Instrument Man	Completed at least two (2) years technical/ vocational course	9 years or more	10
		7 to 8 years	9
		5 to 6 years	8
		3 to 4 years	7

III. Current Workload relative to capacity : 25.0%

Section II. Bidding Forms

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ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

TECHNICAL PROPOSAL FORMS

Notes for Consultants

The following summarizes the content and maximum number of pages permitted for the Technical Proposal. A page is considered to be one printed side of A4 or letter sized paper.

Cover Letter

Use TPF 1. Technical Proposal Submission Form.

Experience of the Firm

Maximum of *[insert acceptable number of pages]* introducing the background and general experience of the Consultant, including its partner(s) and subconsultants, if any.

Maximum of *[insert acceptable number of pages]* completed projects in the format of TPF 2. Consultant's References illustrating the relevant experience of the Consultant, including its partner and subconsultants, if any. No promotional material should be included.

General approach and methodology, work and staffing schedule

Use TPF 4. Description of the Methodology and Work Plan for Performing the Project, TPF 5. Team Composition and Task, TPF 7. Time Schedule for Professional Personnel, and TPF 8. Activity (Work) Schedule.

If subcontracting is allowed, add the following: If the Consultant will engage a subconsultant for the portions of the Consulting Services allowed to be subcontracted, the Consultant shall indicate which portions of the Consulting Services will be subcontracted, identify the corresponding subconsultant, and include the legal eligibility documents of such subconsultant.

Curriculum Vitae (CV)

Use TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff.

Comments on the terms of reference and data and facilities to be provided by the Procuring Entity

Not more than *[insert acceptable number of pages]* using TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[Title of Project]* in accordance with your Bidding Documents dated *[insert date]* and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

In accordance with **ITB** Clause 21.1, we confirm that the information contained in the eligibility documents submitted earlier together with the Expression of Interest remain correct as of the date of bid submission.

If negotiations are held during the period of bid validity, *i.e.*, before *[insert date]*, we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with **GCC** Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

TPF 2. CONSULTANT'S REFERENCES

Relevant Services Carried Out since start of Business That Best Illustrate Qualifications

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current PHP):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

**TPF 3. COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF
REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY
THE PROCURING ENTITY**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Procuring Entity:

- 1.
- 2.
- 3.
- 4.
- 5.

TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT

TPF 5. TEAM COMPOSITION AND TASK

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

- 3 Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and other parties or stakeholders.

--

TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

[Signature of staff member and authorized representative of the firm] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ **until** _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.

TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

			Months (in the Form of a Bar Chart)												Number of Months
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: _____
Reports Due: _____
Activities Duration: _____
Location _____

Part-time: _____

Signature: _____
(Authorized representative)

Full Name: _____
Title: _____
Address: _____

TPF 8. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of project.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. ***Select one, delete the other:***

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

2. ***Select one, delete the other:***

If a sole proprietorship: As the owner and sole proprietor or authorized representative of *[Name of Consultant]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* *[insert “as shown in the attached duly notarized Special Power of Attorney” for authorized representative]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable;

3. *[Name of Consultant]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. 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;

5. *[Name of Consultant]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Consultant]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Consultant]* complies with existing labor laws and standards; and
8. *[Name of Consultant]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M.

No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*
Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

Invitation to Bid *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - c. I am/we are declared as the bidder with the Highest Rated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. ____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*
Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

FINANCIAL PROPOSAL FORMS

Notes for Consultants

The following summarizes the content of the Financial Proposal.

Cover Letter

Use FPF 1. Financial Proposal Submission Form, which is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Consultants have:

- (a) followed the applicable rules and guidelines indicated in this ITB;
- (b) not taken any action which is or constitutes a corrupt, fraudulent, or coercive practice as defined in the applicable rules and guidelines; and
- (c) agrees to allow the Procuring Entity and the Funding Source, at their option, to inspect and audit all accounts, documents, and records relating to the its Bid and to the performance of the ensuing contract.

Costs of Consulting Services

Use FPF 2. Summary of Costs; FPF 3. Breakdown of Price per Activity; FPF 4. Breakdown of Remuneration per Activity; FPF 5. Reimbursables per Activity; and FPF 6. Miscellaneous Expenses.

FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[Title of Project]* in accordance with your Bidding Documents dated *[insert date]* and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, *[Date]*.

In accordance with **GCC Clause 51**, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

FPF 2. SUMMARY OF COSTS

Costs	Currency(ies) ¹	Amount in Philippine Peso
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		_____

¹ In cases of contracts involving foreign consultants, indicate the exchange rate used.

FPF 3. BREAKDOWN OF PRICE PER ACTIVITY

Activity No.: _____	Activity No.: _____	Description: _____
Price Component	Currency(ies) ²	Amount in Philippine Peso
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

² In cases of contracts involving foreign consultants, indicate the exchange rate used.

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input ³	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____

³ Staff months, days, or hours as appropriate.

FPF 5. REIMBURSABLES PER ACTIVITY

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price In	Total Amount In
1.	International flights _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs ⁴				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____

⁴ Local transportation costs are not included if local transportation is being made available by the Entity. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Entity.

FPF 6. MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs between _____ and _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: vehicles, computers, etc.				
4.	Software				
	Grand Total				_____

FORM OF CONTRACT AGREEMENT

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of Procuring Entity]* (hereinafter called the “Entity”) and *[name and address of Consultant]* (hereinafter called the “Consultant”).

WHEREAS, the Entity is desirous that the Consultant execute *[name and identification number of contract]* (hereinafter called “the Works”) and the Entity has accepted the bid for *[insert the amount in specified currency in numbers and words]* by the Consultant for the execution and completion of such Consulting Services and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, to wit:
 - (a) General and Special Conditions of Contract;
 - (b) Terms of Reference
 - (c) Request for Expression of Interest;
 - (d) Instructions to Bidders;
 - (e) Bid Data Sheet;
 - (f) Addenda and/or Supplemental/Bid Bulletins, if any;
 - (g) Bid forms, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents/statements submitted (e.g., bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - (h) Eligibility requirements, documents and/or statements;
 - (i) Performance Security;
 - (j) Notice of Award of Contract and the Bidder’s conforme thereto;
 - (k) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Entity to execute and complete the Consulting Services and remedy any defects therein in conformity with the provisions of this Consultant in all respects.

4. The Entity hereby covenants to pay the Consultant in consideration of the execution and completion of the Consulting Services, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Binding Signature of Procuring Entity

Binding Signature of Consultant

[Addendum showing the corrections, if any, made during the bid evaluation should be attached with this agreement]

Section III. Appendices

I. Description of Services

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.

II. Reporting Requirements

List format, frequency, and contents of reports; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here “Not applicable.”

III. Key Personnel and Subconsultants

List under:

1. Titles [and names, if already available], detailed job descriptions and minimum qualifications, and staff-months of service, and estimated periods of engagement for each, including a copy of a satisfactory medical certificate.
2. Same information as in no. 1 for Key foreign Personnel to be assigned to work outside the Government’s country.
3. Same information as in no.1 for Key Local Personnel.
4. List of approved Subconsultants (if already available) and Counterpart personnel (if allowed); same information with respect to their Personnel as in no.’s 1 and 2.

IV. Breakdown of Contract Price

List here the elements of cost, including expenditures in foreign currency(ies) denominated and payable in Philippine Peso, used to arrive at the itemized breakdown of the contract price:

1. Monthly rates for Personnel (Key Personnel and other Personnel)
2. Reimbursable expenditures
3. Applicable taxes

V. Services and Facilities Provided by the Client

Give detailed description of the services and facilities made available to the Consultant, and the time and manner of its availment.

VI. Consultant's Representations Regarding Costs and Charges

Breakdown of Remuneration Rates, WB funded projects using Quality Based Selection, Selection Based on the Consultant's Qualifications and Single Source Selection.

1. Review of Remuneration Rates

1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for projects away from headquarters. To assist the Consultant in preparing for financial negotiations, a sample form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.

1.2 The Procuring Entity is charged with the custody of Government funds and is expected to exercise prudence in the expenditure of these funds. The Procuring Entity is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the Consultant's remuneration rates, certified by an independent auditor. The Consultant shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

(i) Salary

This is the gross regular cash salary paid to the individual in the Consultant's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).

(ii) Bonus

Bonuses are normally paid out of profits. Because the Procuring Entity does not wish to make double payments for the same item, staff bonuses shall not normally be included in the rates. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that thirteen (13) months' pay be given for twelve (12) months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.

(iii) Social Costs

Social costs are the costs to the Consultant of staff's non-monetary benefits. These items include, *inter alia*, pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during the Contract

if no additional staff replacement has been provided. Additional leave taken at the end of the Contract in accordance with the Consultant's leave policy is acceptable as a social cost.

(iv) Cost of Leave

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary}^5 = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

It is important to note that leave can be considered a social cost only if the Procuring Entity is not charged for the leave taken.

(v) Overheads

Overhead expenses are the firm's business costs that are not directly related to the execution of the project and shall not be reimbursed as separate items under the Contract. Typical items are home office costs (partner's time, non-billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Procuring Entity does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

(vi) Fee or Profit

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The Consultant shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the Contract.

(vii) Away from Headquarters Allowance or Premium

Some consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately. For concerned staff, this allowance, where paid, shall cover home education, etc.; these and similar items shall not be considered as reimbursable costs.

(viii) Subsistence Allowances

⁵ Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is payable for dependents — the subsistence rate shall be the same for married and single team members.

UNDP standard rates for the particular country may be used as reference to determine subsistence allowances.

2. Reimbursables

2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursables. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either fixed or reimbursable in foreign or local currency.

3. Bank Guarantee

3.1 Payments to the Consultant, including payment of any advance based on cash flow projections covered by a bank guarantee, shall be made according to an agreed estimated schedule ensuring the firm regular payments in local and foreign currency, as long as the services proceed as planned.

VII. BREAKDOWN OF AGREED FIXED RATES⁸

[Currencies: _____⁹]

Consultants		1	2	3	4	5	6	7	8
Name	Position	Basic Rate ¹⁰	Social Charge (__ % of 1)	Overhead (__ % of 1)	Subtotal	Fee (__ % of 4)	Away from Headquarters Allowance (__ % of 1)	Total Agreed Fixed Rate	Agreed Fixed Rate (__ % of 1)
Philippines									
Home Office									

Signature of Consultant: _____

Date: _____

Authorized Representative: _____

Name: _____

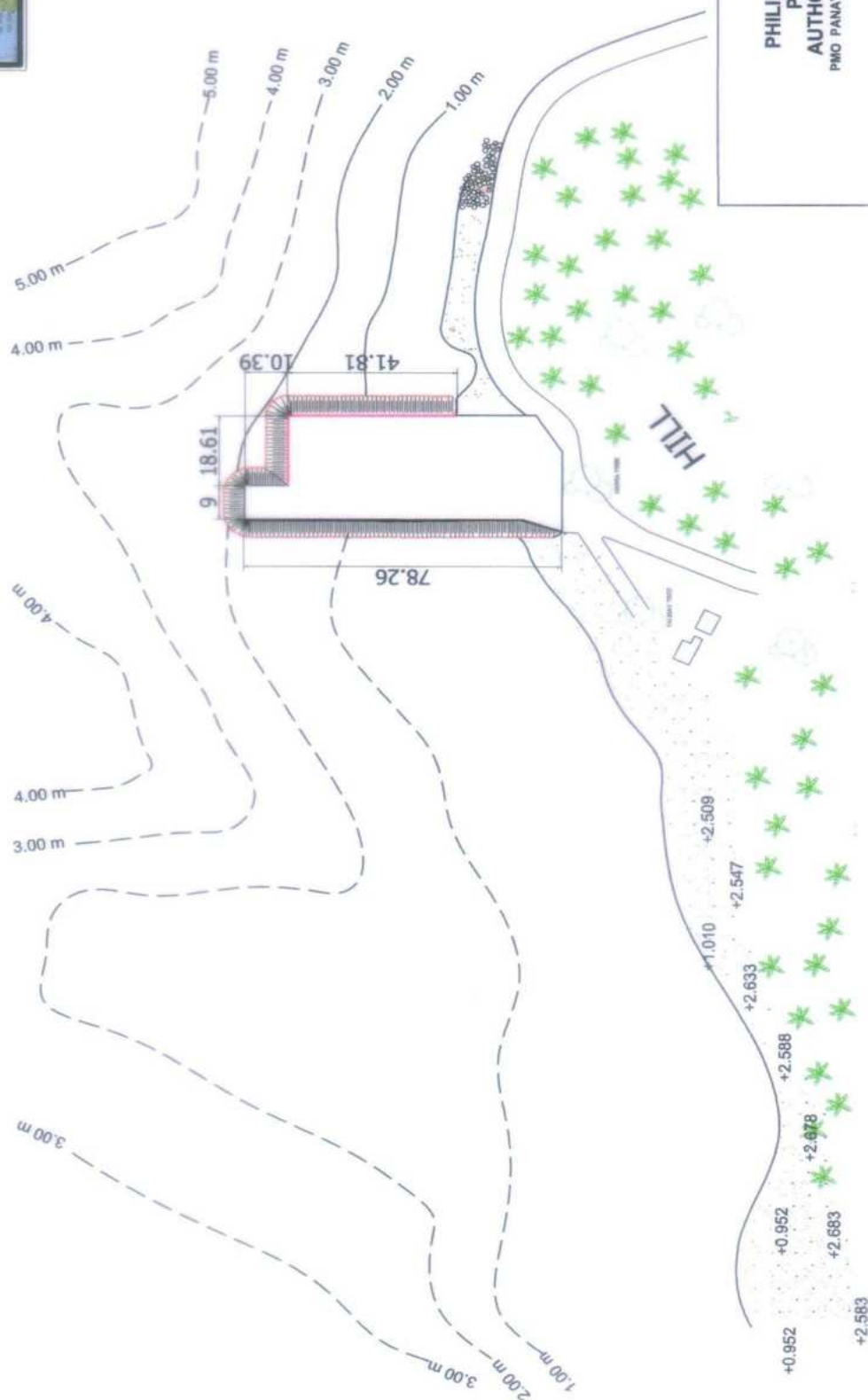
Title: _____

⁸ This model form is given for negotiation purposes only. It is not part of the proposals (technical or financial).

⁹ If different currencies, a different table for each currency should be used.

¹⁰ Per month, day, or hour as appropriate.

ANNEX B. PLAN



PORT LAYOUT PLAN

PORT OF CONCEPTION

BARANGAY NIPA, SITIO PUNTALES, CONCEPCION, ILOILO

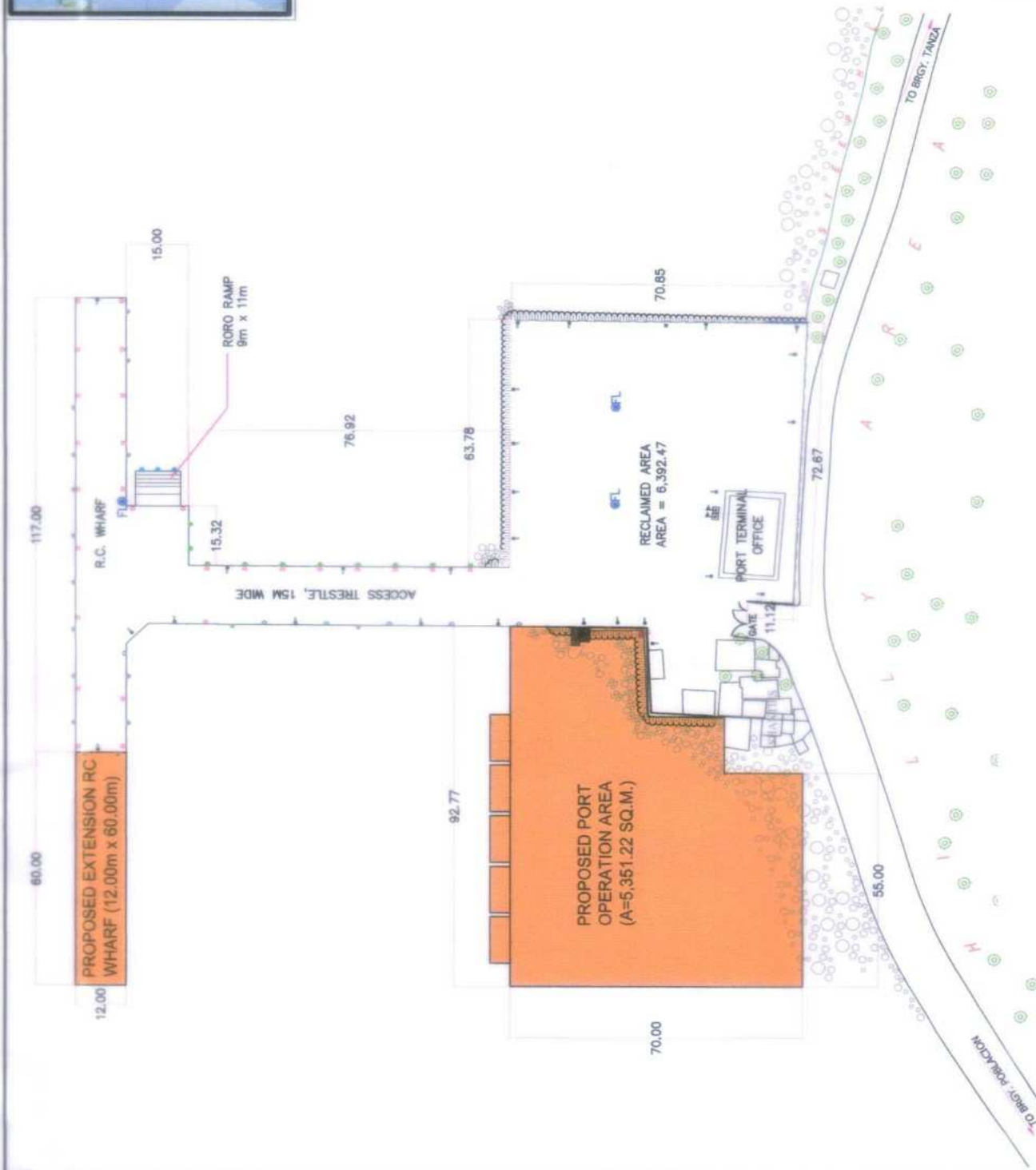


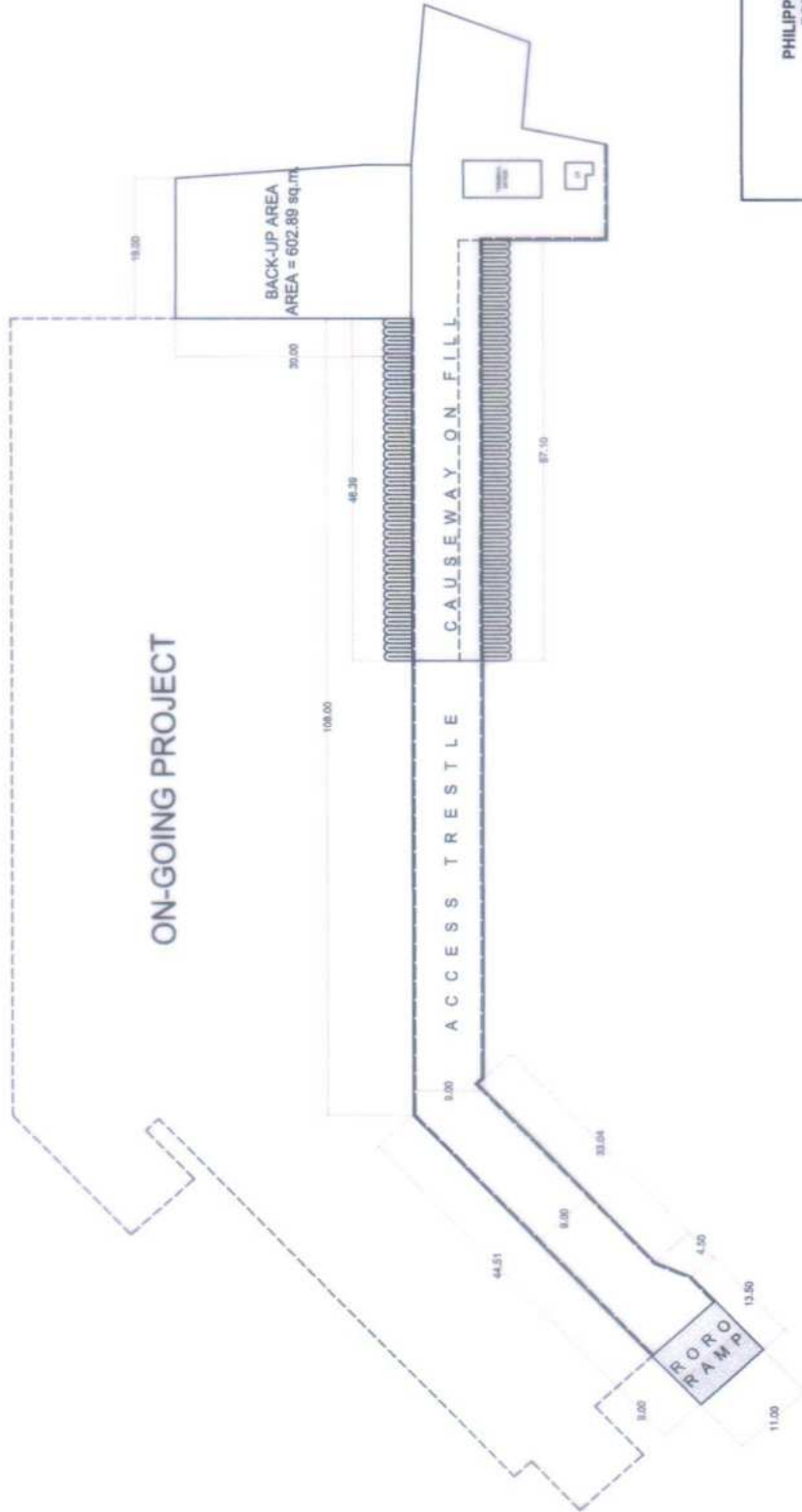
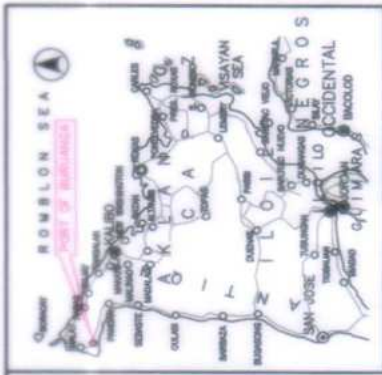
LOCATION MAP
NOT TO SCALE



PORT LAYOUT PLAN
PORT OF ESTANCIA

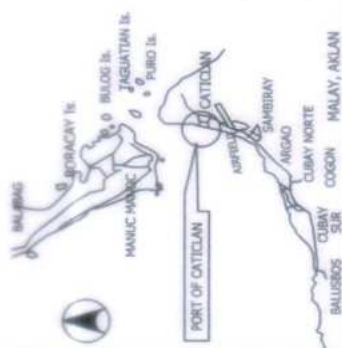
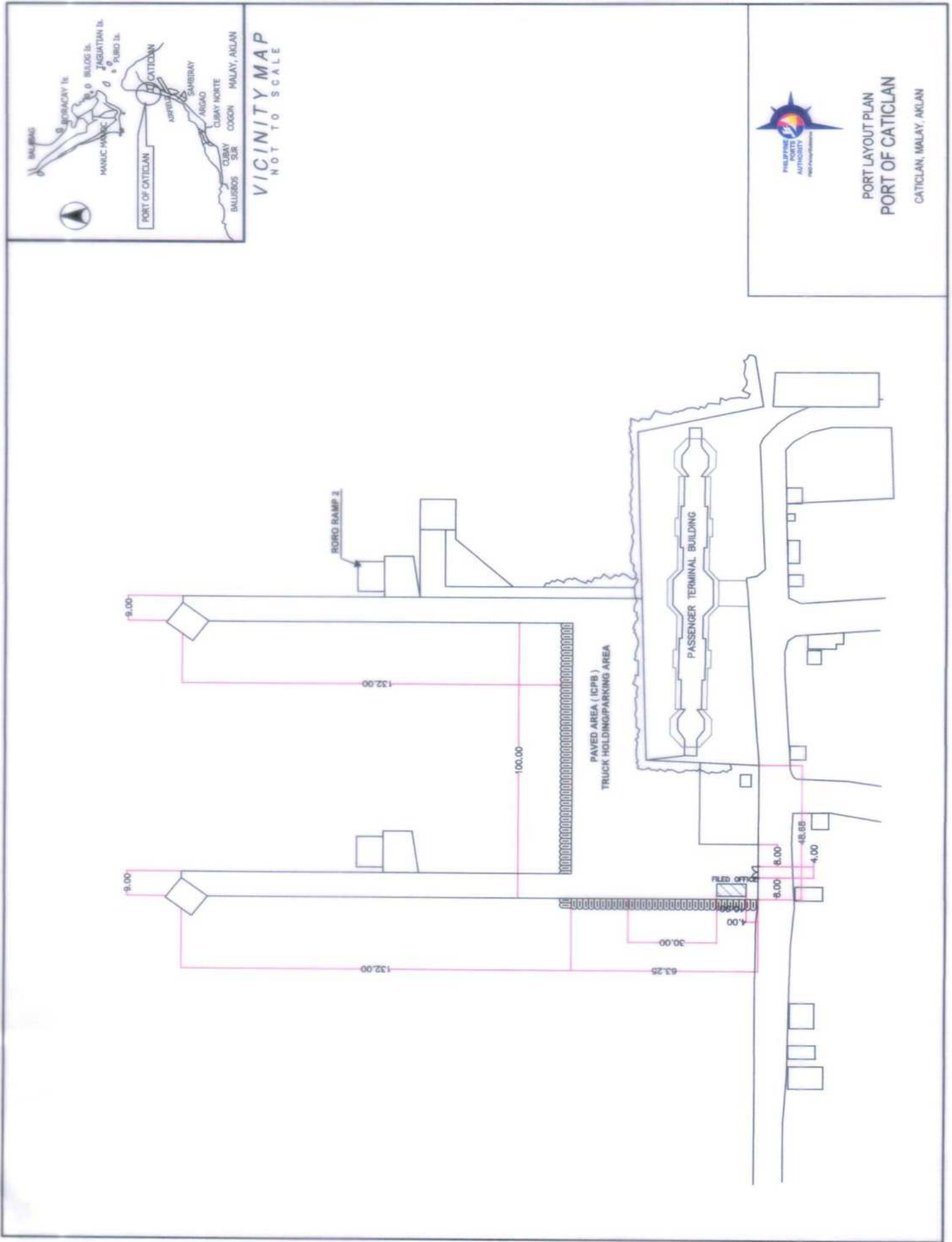
BRGY. BOTONGON, ESTANCIA, ILOILO





PORT LAYOUT PLAN
PORT OF ALEGRIA

BROD ALEGRIA, BURIANGA, ANJAN



VICINITY MAP
NOT TO SCALE



PORT LAYOUT PLAN
PORT OF CATICLAN
CATICLAN, MALAY, ARLAN

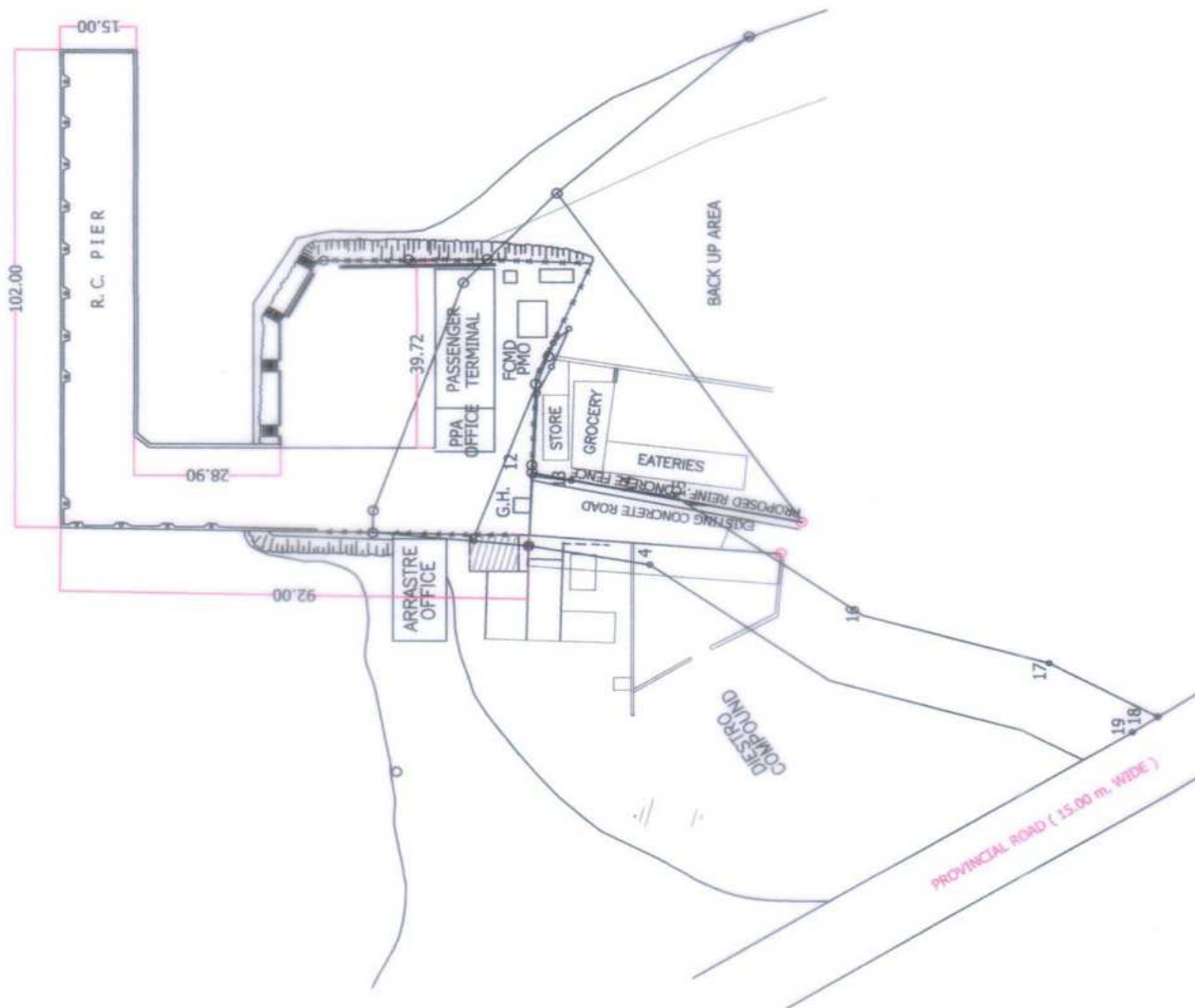


VICINITY MAP
NOT TO SCALE



PORT LAYOUT PLAN PORT OF DUMAGUIT

BRGY. DUMAGUIT, NEW WASHINGTON, AKLAN





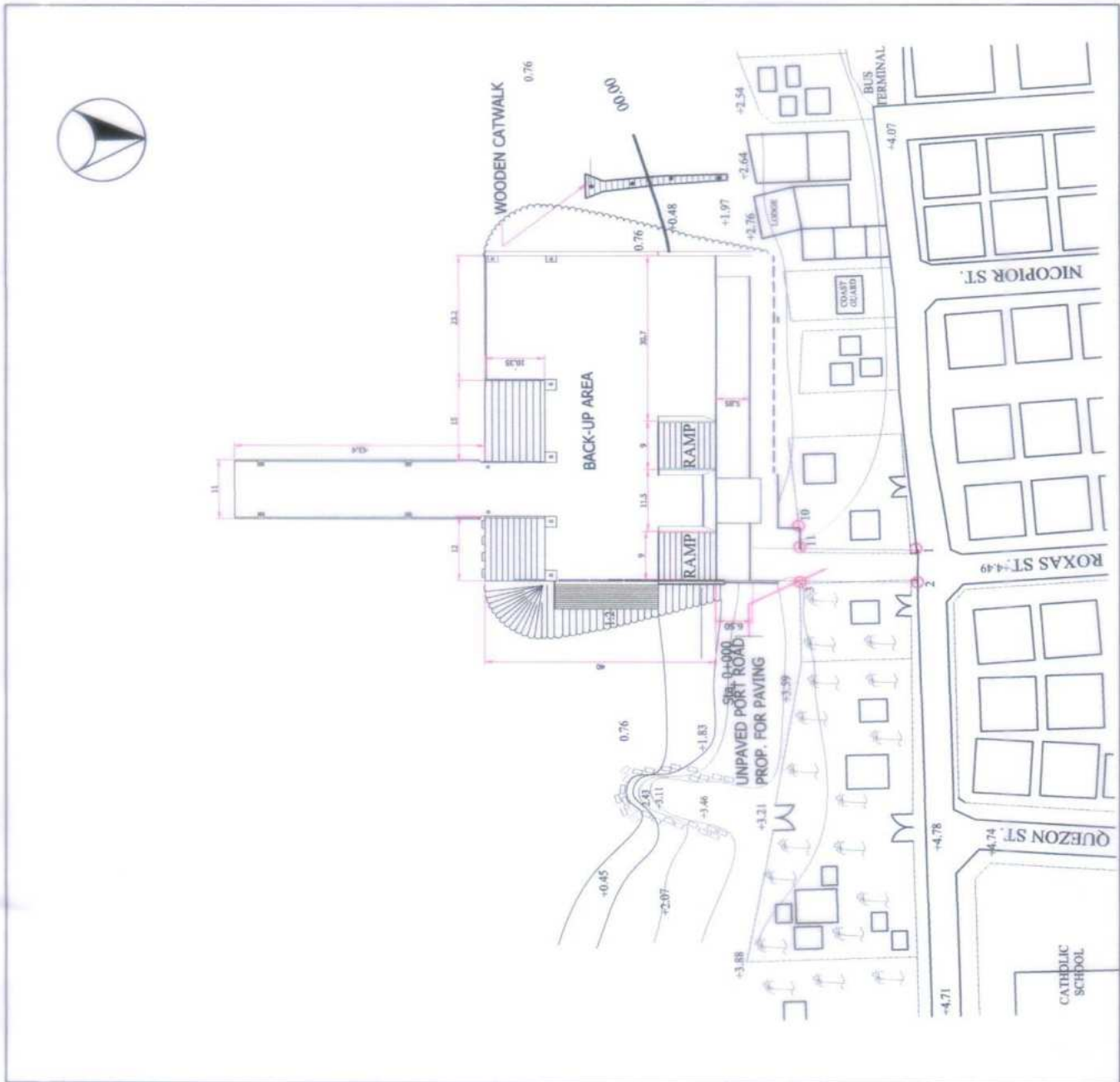
VICINITY MAP
NOT TO SCALE

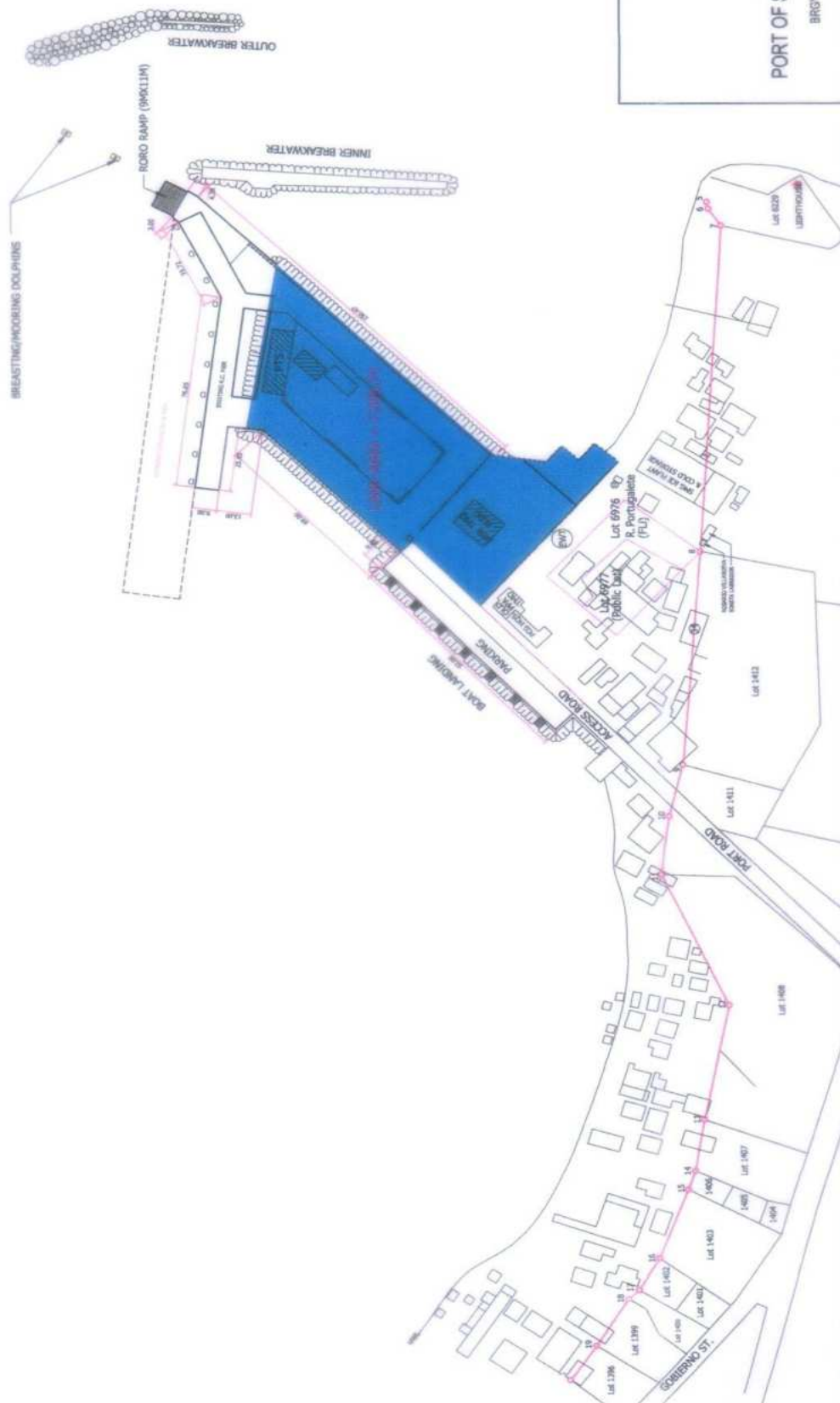


GRAPHICAL SCALE IN METERS
SCALE : 1:1000 M.



PORT LAYOUT PLAN
PORT OF LIBERTAD
LIBERTAD, ANTIQUE



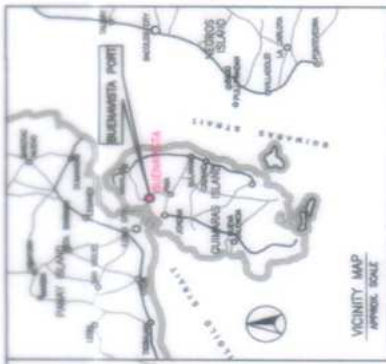
PORT OF SAN JOSE DE BUENAVISTA
PORT LAYOUT PLAN

BRGY. BAYBAY, SAN JOSE, ANTIQUE



R.C. WHARF EXTENSION (12m x 11m)
PCMD H.O. CAPEX PROJECT
(COMPLETED JANUARY 2023)





LOCATION MAP
DRAWN NOT TO SCALE



PORT LAYOUT PLAN PORT OF BUENAVISTA

BRGY. STO. ROSARIO, BUENAVISTA, GUIMARAS



LOCATION MAP



PORT LAYOUT PLAN PORT OF JORDAN

BRGY. HOSKYN, JORDAN, GUIMARAS





GUIMARAS STRAIT

PORT LAYOUT PLAN
PORT OF SIBUNAG

BRGY. SEBASTE, SIBUNAG, GUIMARAS

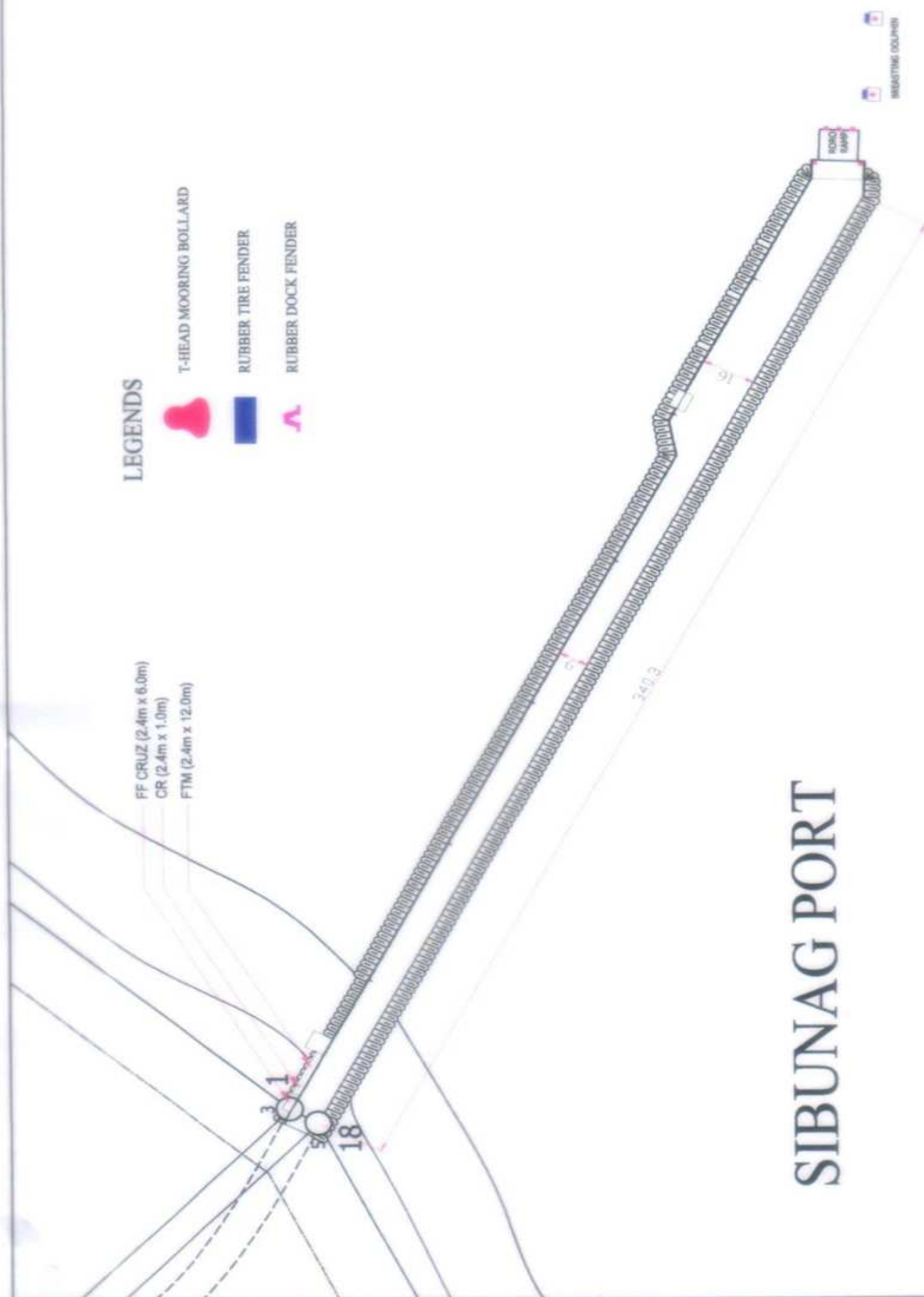


T-HEAD MOORING BOLLARD

RUBBER TIRE FENDER

RUBBER DOCK FENDER

FF CRUZ (2.4m x 6.0m)
CR (2.4m x 1.0m)
FTM (2.4m x 12.0m)



SIBUNAG PORT

