



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Diliman, Quezon City  
Tel No. (02) 8294-6452 Fax No. (02) 941-8151  
Email Add: od.bafe@gmail.com

## REQUEST FOR PROPOSAL (RFP)

### FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE CONDUCT OF SOIL TESTING EXPLORATION FOR MULTI-STOREY ADMINISTRATIVE BUILDING OF THE NATIONAL SEED TECHNOLOGY PARK (NSTP) THROUGH NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT

1. The Bureau of Agricultural Fisheries and Engineering (BAFE) through its Bids and Awards Committee for Consulting Services, intends to engage the services of a Consultant for the Procurement of Consulting Services for the Conduct of Soil Testing Exploration for Multi-Storey Administrative Building of the National Seed Technology Park (NSTP) through employment of Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184. Details of the project are in the Terms of Reference (TOR), attached hereto as Annex A.
2. The **Approved Budget for the Contract (ABC) is Seven Hundred Thirteen Thousand Seven Hundred Thirty Six Pesos (PhP 713,736.00)**, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs. The engagement shall be for Twenty-five (25) calendar days, commencing from the date of receipt of the Notice to Proceed (NTP) by the Consultant. Proposal received in excess of the ABC shall be automatically rejected at the proposal opening.
3. Interested Bidders are required to submit in sealed envelopes, one (1) original copy and three (3) copies of the following to the BAFE Bids and Awards Committee for Consulting Services on or before 16 December 2020, 12:00 NN, at 4<sup>th</sup> floor, BAFE, Main Bldg. Department of Agriculture, Diliman, Quezon City. Late submissions shall not be accepted.

#### A. ELIGIBILITY DOCUMENTS

1. Mayor's/Business Permit (certified true copy)
2. PhilGEPS Registration Number/Certificate (certified true copy)
3. Latest Income/Business Tax Return (certified true copy); and
4. Omnibus Sworn Statement using GPPB prescribed Form (notarized)

The Omnibus Sworn Statement shall be accompanied by a duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable, granting the representative of the bidder authority to execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the subject procurement.

#### B. TECHNICAL DOCUMENTS

5. List of all completed contracts, and ongoing and awarded but not yet started contracts in the last 10 years;
6. List of key personnel to be assigned (includes curriculum vitae showing the complete qualifications and experience data, and Professional License);
7. Technical Proposal which includes the approach, workplan, and schedule; and

#### C. Financial Proposal

8. Financial Proposal (must be inclusive of all applicable government taxes and charges).

Bidders shall endorse their original Eligibility Documents and Technical Documents in one sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS AND TECHNICAL DOCUMENTS", and the original of their Financial Proposal in another sealed envelope marked "ORIGINAL – FINANCIAL PROPOSAL", sealing them all in an outer envelope marked "ORIGINAL PROPOSAL/BID".

Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_\_ - ELIGIBILITY DOCUMENTS AND TECHNICAL PROPOSAL" and



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“COPY NO. \_\_\_\_ - FINANCIAL PROPOSAL” and the outer envelope as “COPY NO. \_\_\_\_”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

4. The schedule of bidding activities shall be follows:

ACTIVITIES	SCHEDULE	
	DATE	TIME
Posting of the Request for Proposal	December 11, 2020	N/A
Deadline of submission of Bids/Proposals <sup>1</sup>	December 16, 2020	12:00 NN
Opening of Bids/Proposals (Legal & Technical Documents)	December 16, 2020	1:00 PM

5. Bidding will be conducted through simultaneous opening and evaluation of the legal requirements and technical proposals which will be opened using non-discretionary “pass/fail” criterion as specified in the Revised IRR of RA 9184.

6. Proposals shall be evaluated using the Quality-Cost Based Selection/Evaluation (QCBS/QCBE) procedure at a weight ratio of 80% for the Technical Proposal and 20% for the Financial Proposal. The detailed criteria and rating system for evaluation is provided in the TOR.

The technical proposal together with the financial proposal shall be considered in the evaluation of Consultants. The technical proposals shall be evaluated first. The financial proposals of the Consultants who meet the minimum score for Technical Proposal shall then be opened.

7. In case of two or more bidders determined to have submitted the Highest Rated and Responsive Proposal, the BAFE shall adopt and employ “draw lots” as the tie-breaking method to resolve such occurrence in accordance with GPPB Circular 06-2005.

8. The complete set of Request for Proposal and TOR may be acquired by interested Consultants at the BAC Secretariat, c/o Procurement Section, 4<sup>th</sup> Floor, BAFE, Main Bldg. Department of Agriculture, Diliman, Quezon City. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the BAFE.

9. The **BAFE** reserves the right to accept or reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. The **BAFE** shall in no case be held responsible or liable for any and all costs incurred by the bidder.

11. For further information, please contact the BAC Secretariat:

Procurement Section  
4<sup>th</sup> Floor, BAFE, Main Bldg., Department of Agriculture  
Diliman, Quezon City  
(02) 8921-2141

Issued on 10 December 2020.

  
**ENGR. NOEMI I. CARPIO**  
Chairperson, Bids and Awards Committee (BAC)

<sup>1</sup> Eligibility, Technical, and Financial Proposals