



REQUEST FOR PROPOSAL (RFP) No. 01-21

PROCUREMENT OF CONSULTING SERVICES FOR THE CONDUCT OF "SOIL TESTING EXPLORATION FOR NSTP HOSTEL, PERIMETER FENCE WITH GATES, AND WATCH TOWER 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, intends to engage the services of a Consultant for the Conduct of Soil Testing Exploration for NSTP hostel, perimeter fence with gates, and watch tower 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. The details of the project are specified in the Terms of Reference (TOR) attached hereto as Annex A.
2. The **Approved Budget for the Contract (ABC) is Seven Hundred Fifty Thousand Pesos (PhP 750,000.00)**, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs. The engagement shall be not more than Twenty-five (25) working days, commencing within three (3) days from the date of receipt of the Work Order (WO) by the winning bidder. Proposal received in excess of the ABC shall be automatically rejected at the proposal opening.
3. Bidders shall submit their Eligibility, Technical, in one sealed envelope marked **ELIGIBILITY AND TECHNICAL DOCUMENTS.** and their Financial Proposal in another sealed envelope marked **"FINANCIAL PROPOSAL"**, sealing them all in another envelope with the Name of the supplier and title of the procurement project, and submit to the BAFE Bids and Awards Committee for Consulting Services **on or before 13 August 2021, 12:00 NN**, at Sugar Regulatory Administration (SRA), BAFE Compound, North Avenue, Diliman, Quezon City. Late submissions shall not be accepted.

A. ELIGIBILITY DOCUMENTS

A copy of your **2021 Mayor's/Business Permit, Professional License/Curriculum Vitae** showing the complete qualifications and experienced data, and **PhilGEPS Registration Number/Certificate Number** are also required to be provided along with your signed proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the said documents. For individuals, a BIR Certificate of Registration may be submitted in lieu of the 2021 Mayor's/Business Permit. Furthermore, **Omnibus Sworn Statement** (GPPB-prescribed form) for Approved Budget of Contract (ABC) above P50,000.00 and **Income/Business Tax Return** for Approved Budget of Contract (ABC) above P500,000.00 are required to be submitted per said ABC threshold.

In observance of the Government Procurement Policy Board (GPPB) Resolution No. 09-2020 (*Approving measures for the efficient conduct of procurement activities during a state of calamity, or implementation of community quarantine or similar restrictions*), an expired Mayor's/ Business Permit with Official Receipt of renewal application and Unnotarized Omnibus Sworn Statement (GPPB-prescribed form) are also accepted subject to submission of 2021 Business/Mayor's permit and Notarized Omnibus Sworn Statement after award of contract but before payment.

B. TECHNICAL DOCUMENTS

1. List of all completed contracts, and ongoing and awarded but not yet started contracts in the last 5 years;
2. Technical Proposal which includes the approach, workplan, and schedule; and

C. FINANCIAL PROPOSAL

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



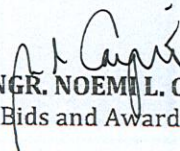
4. The schedule of bidding activities shall be follows:

ACTIVITIES	SCHEDULE	
	DATE	TIME
Posting of the Request for Proposal	August 6, 2021	N/A
Deadline of submission of Bids/Proposals ¹	August 13, 2021	12:00 NN
Opening of Bids/Proposals (Legal & Technical Documents)	August 16, 2021	2:00 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. Then, the financial proposals of the Consultants who qualify or meet the minimum score for Technical Proposal shall 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, Sugar Regulatory Administration (SRA), BAFE Compound, North Avenue, 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
Sugar Regulatory Administration (SRA), BAFE Compound, North Avenue
Diliman, Quezon City
bafe.procurement@gmail.com

Issued on 6 August 2021.


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

¹ Eligibility, Technical, and Financial Proposals



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TERMS OF REFERENCE (TOR)

CONSULTANCY SERVICES FOR THE CONDUCT OF SOIL TESTING EXPLORATION FOR NSTP HOSTEL, PERIMETER FENCE WITH GATES, AND WATCH TOWER OF THE NATIONAL SEED TECHNOLOGY PARK (NSTP)

**TERMS OF REFERENCE CONSULTANCY SERVICES FOR THE CONDUCT OF SOIL
EXPLORATION FOR NSTP HOSTEL, PERIMETER FENCE WITH GATES, AND WATCH
TOWER OF NATIONAL SEED TECHNOLOGY PARK (NSTP)**

I. INTRODUCTION

A. BACKGROUND

Based on the Memorandum of Agreement (MOA) signed by the Department of Agriculture (DA) and Bases Conversion Development Authority (BCDA), the National Seed Technology Park (NSTP) aims to establish the country's first "Agro-industrial Business Corridor" at the New Clark City. This project will drive the seed industry by providing high-yielding seed varieties readily accessible in the local market to help farmers improve the level and quality of their harvests.

The Bureau of Agricultural and Fisheries Engineering (BAFE), as the engineering arm of DA, is tasked on the preparation of Detailed Engineering Design (DED) and Cost Estimates for the remaining structure namely NSTP Hostel, Perimeter Fence with Gates, and Watch Tower in the 7-ha institutional area of NSTP project as stated in Memorandum dated April 8, 2021.

As part of the preliminary engineering activities, the BAFE will procure consultancy services that will provide geotechnical investigations to carefully analyze the characteristics and bearing capacity or the strength of the underlying soil strata. It is an essential component in designing a building to come up with a most structurally stable and safe infrastructure.

B. OBJECTIVES

To conduct soil investigation for the proposed hostel, perimeter fence, and watch tower projects as a requirement in the preparation of the detailed engineering structural design and corresponding program of work and bill of quantities.

C. PROJECT SCOPE

The scope of this consultancy services is to undertake geotechnical investigation of the following various proposed structures:

Name of Project	Location	No. of Boreholes
1. Construction of NSTP Hostel	NCC, Capas, Tarlac	2
2. Construction of Perimeter Fence	NCC, Capas, Tarlac	3
3. Construction of Watch Tower	NCC, Capas, Tarlac	2
Total		7

II. SCOPE OF SERVICE

A. GENERAL

1. The Consultant shall be responsible for carrying out the necessary subsurface soil exploration works in respect to the project stated.
2. After the receipt of Work Order (WO), the consultant shall coordinate with BAFE-Engineering Plans, Designs, and Specifications Division (EPDSD), particularly on the site of the project.
3. Upon completion of the subsurface exploration work activities, the Consultant shall submit their final report containing geotechnical/geological reports with necessary recommendations to BAFE-EPDSD.

B. THE SERVICES

In general, the Consultant shall provide professional services required for the soil exploration of the proposed NSTP Hostel, Perimeter Fence, and Watch Tower Projects to get relevant information consisting of, but not limited to the following:

1. Character and Bearing Capacity of the underlying Strata;
2. Laboratory Test [i.e., Mechanical Sieve Analysis and Hydrometer Test, Natural Moisture Content, Atterberg Limits, Specific Gravity and Consolidation Test (If soft soils were encountered)]; and
3. While strength parameters can be obtained based on SPT correlations, strength tests (direct shear test or triaxial test) should also be performed.

II. IMPLEMENTATION

A. STAFFING

Position/Key Staff	Detailed Tasks/Responsibilities	Required Qualifications
Senior Geotechnical Supervisor	<ul style="list-style-type: none"> ▪ Overall guidance, direction, supervision and coordination of members of the Team 	<ul style="list-style-type: none"> ▪ Registered / Licensed Civil Engineer with specialization in the field of geotechnical engineering; ▪ At least 10-year experience on geotechnical investigations;
Geotechnical Engineer	<ul style="list-style-type: none"> ▪ Responsible for conducting geotechnical investigations, gathering information and 	<ul style="list-style-type: none"> ▪ Registered / Licensed Civil Engineer with specialization in the

	reporting results of investigations and evaluations.	field of geotechnical engineering; <ul style="list-style-type: none"> ▪ At least 5-year experience on geotechnical investigations.
Drilling Rig Supervisor	<ul style="list-style-type: none"> ▪ Oversee field operation using any equipment on site 	<ul style="list-style-type: none"> ▪ With certificate of training related to geotechnical engineering field. ▪ At least 5-year experience on geotechnical investigations.
Drilling Rig Operator	<ul style="list-style-type: none"> ▪ Facilitate the drilling/sampling on site 	<ul style="list-style-type: none"> ▪ With certificates of training related to geotechnical investigation. ▪ At least 5-year experience on geotechnical investigations.
Drilling Rig Crew	<ul style="list-style-type: none"> ▪ Performs physical task on site in drilling/sampling. 	<ul style="list-style-type: none"> ▪ With certificates of training attended in geotechnical investigation. ▪ At least 5-year experience on geotechnical investigation.

B. PREPARATION AND SUBMISSION OF REPORTS

During the period of the contract, the Consultant shall prepare preliminary report containing, but not limited to the following:

1. Overall summary of accomplishment
2. Core drilling progress
3. Laboratory tests accomplishment
4. Schedule of work
5. List of equipment used

6. Organizational chart
7. Detailed progress report

Likewise, the Consultant shall prepare the final report in four (4) bound copies. It shall include, but not be limited to the following:

1. Field Investigation and Methodology
2. Borehole Drilling and Sampling
3. Laboratory Test
4. Regional Geology
5. Vicinity Maps in scale of 1:50,000
6. Final Boring Logs (BL)
7. Final Laboratory Test Results (FLTR)
8. Borehole Location Plan in scale of 1:250
9. Soil Profile along structures showing boring/drillings logs
10. Recommendations if called for, such as type of proposed countermeasures/structures to address geological/geotechnical problems and foundation type.

Other data to be submitted

11. Boring Logs

- Job, boring, hole number, date, time, boring/drilling foreman and supervisor
- Weather condition
- Depth of water level
- Method of penetration and flushing system
- Description of soil strata encountered
- Depth of soil boundaries
- Size, type and depth of samples and sample number
- Type and depth of in situ test
- Standard Penetration Test Resistance, "N" values
- Detailed notes on boring/drilling procedure, casing sizes and resistance to driving, description of washwater or spoil from boring/drilling tools
- Depth of boring
- Other relevant information such Rock Quality Designation (RQD), percent core recovery, angle of friction etc.

12. Photographs

Photographs showing the borehole drilling and sampling at each proposed site shall be taken by the Consultant and form part of the report. The photographs to be taken shall depict the following:

- Equipment used
- Core drilling operation
- Water level measurements

- Performance of SPT sampling
- All cores and SPT sample placed in core boxes
- Date photographs were taken
- Location or station

13. The sub-surface soil exploration works including laboratory tests shall be completed within time frame upon receipt of the Work Order (WO).

C. DURATION OF CONSULTANCY SERVICES

The Consultant's contract period for undertaking the soil investigation survey shall not be more than **Twenty-Five (25) working days** and the Consultant shall commence work within three (3) days after receipt of Work Order (WO).

D. DETAILED EXPLORATION REQUIREMENTS / SPECIFICATIONS

Drilling and Sampling

1. Location and Number

Seven (7) boreholes, at a location shown on the plan with coordinates.

2. Depth of Borings

Shall be equal to 20 meters or more if necessary, depending on the soil classification.

3. Procedure

In sand, clay and silt materials, the boreholes shall be advanced by the wash boring method in between sampling sections using side discharged chopping bits. Whenever necessary, N-size casings shall be utilized. The washed sections shall be cleaned thoroughly before each sampling run and ensure that the underlying soil is not disturbed.

Split spoon sampler. In a soft cohesive layer, disturbed sample using thin-walled tube samplers shall be obtained hydraulically.

Core drilling shall be carried out by a diamond rotary drill method in gravely on rock formation. Core samples shall be undertaken wherever solid information is encountered.

4. Equipment

a. Drilling Machine

The consultant shall utilize at least two (2) drilling machine and set them up at the project site. The drilling machine shall be in good working condition and shall be of such capacity as to maintain satisfactory progress of work.

b. Bits

The Consultant shall have supply of different types of bits to adapt to varying conditions. Bottom discharge and stepped bits shall also be available.

c. Core Barrels

Double tube swivel type core barrels in good condition and obtaining maximum core recovery shall be used.

d. Casing

The Consultant shall, at his own expense and responsibility, provide casings as required to ensure the stability of the borehole walls. The casings shall be at least of N-size and shall be in good condition. After a hole has been finished the casings shall be retrieved.

5. Handing and Core of Samples

The Consultant shall provide all the materials, equipment, and labor necessary for preserving samples.

6. Standard Penetration Test (SPT)

The test shall be carried out through ordinary soil encountered to the depths specified above. Standard penetration test shall be performed using 5.0 cm (2.0 in) outside diameter split spoon sampler, driven by a 63.6 kg (140 lbs.) Hammer falling 76.0 cm (30 in) at 1.50-meter interval or closer if necessary.

7. Water Level Measurement

The water level shall be measured daily (before and after) whenever encountered in a borehole.

8. Laboratory Testing Analysis

The preparation of samples for testing shall be made in accordance with AASHTO.

The following test shall be made on samples obtained from boring, drilling.

1. Split-Spoon Analysis

- a. Visual Soil Description
- b. Mechanical Analysis, AASHTO Designation T88
- c. Liquid Limit, Plastic Limit and Plasticity Index, AASHTO Designation T89 and T90
- d. Group Index and Soil Classification, use Unified Soil Classification

E. DELIVERABLES

1. Timelines (25 Working Days). See ANNEX A

No.	Deliverables	Timeline
1	Mobilization	3 days from receipt of Work Order
2	Drilling/Sampling	10 days from receipt of Work Order
3	Laboratory Testing Analysis	20 days from receipt of Work Order

4	Submission of Final Report	25 days from receipt of Work Order
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F. BUDGET

1. APPROVED BUDGET OF THE CONTRACT (ABC)

The BAFE shall allocate the amount of **Seven Hundred Fifty Thousand Pesos (Php750,000.00)** for the Consultancy Services. See ANNEX B

NO.	DELIVERABLES	AMOUNT (PHP)
1	Mobilization	L.S
2	Drilling/Sampling	
3	Laboratory Test Analysis	
4	Geotechnical Report	
	TOTAL	750,000.00

2. PAYMENT SCHEMES/SCHEDULES

Billing shall be in accordance with the following delivery schedule and subject to the usual Government Accounting and auditing requirements:

NO.	DESCRIPTION	PAYMENT
1	Mobilization	10%
2	Drilling/Sampling Laboratory Test	50%
3	Geotechnical Report	40%

Since all these payments shall be subject to the usual government accounting and auditing requirements, the Consulting Firm is expected to be familiar with the Government Accounting and Auditing Manual (GAAM). The amount shall include all taxes and applicable fees.

3. RETENTION PAYMENT

A retention payment of ten (10) percent shall be made by the Consulting Firm every progress billing. And total "retention money" shall be due for release upon approval of the Final Geotechnical Report.

G. LIQUIDATED DAMAGES

Where the Consulting Firm refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is thereby in default under the contract, the Consultant shall pay DA for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of

the works for every day of delay. Should the amount of liquidated damages reach ten percent (10%) of the contract amount, DA shall, at its own discretion, terminate the contract without prejudice to any further action it may take to recover whatever losses incurred due to nonperformance of the Consulting Firm.

H. MODE OF PROCUREMENT AND CRITERIA FOR SHORTLISTING

1. The mode of procurement shall be through "small value procurement"
2. Prospective Consulting Firms will be evaluated based on their previous contracts/engagements related to this TOR and will be rated based on the criteria shown in ANNEX B ("Criteria for Shortlisting"). Prospective bidders are required to submit the following:

2.1 Applicable Experience of the Firm (within the last 5 years);

2.2 Qualification of Officials, Key Organic Personnel who may be assigned to the field work; and

2.3 Current workload relative to capacity


Note:

Related experience includes previous contracts/services similar and relevant to this TOR. The key experts are requested to indicate: (1) their role in a specific project; (2) the exact duration that they have worked on the project as well as on their individual tasks (in months and years); and (3) a brief description of the tasks that they carried out.

2.4 The Consulting Firm shall be selected using the Quality-Cost Based Selection/Evaluation (QCBS/QCBE) procedure under RA 9184, or the Government Procurement Reform Act (GPRA), and its Revised Implementing Rules and Regulations (IRR) and shall be based on the following criteria: Eighty (80) percent Technical and Twenty (20) percent Financial.


NO.	RATING FACTOR	POINTS/WEIGHT
1	Applicable experience of the Consultant	50
2	Qualification of Personnel	30
3	Current workload relative to capacity	20
	TOTAL	100

Prepared by:



Engr. Renren Jay R. Pasia
Engineer II

Approved by:



Engr. Juana T. Tapel
Director III

ANNEX A

PROJECT DURATION

The consulting services will have an expected duration of Five (5) weeks as shown below:

OUTPUT					
	1	2	3	4	5
Mobilization					
Drilling/Sampling Laboratory Test					
Geotechnical Report					

*Note: The duration consider is a 5 days work schedule

ANNEX B

CRITERIA FOR SHORT LISTING OF INTERESTED CONSULTING FIRM

	RATING FACTOR	POINTS
I	Experienced and Capability of Firm	50 points
	▪ Years of Operations	5 points
	▪ Related Experiences/Previous Engagements	45 points
	-Similar Projects	Max 45 points
	-Relevant Projects	Max 22 points
II	Qualification of Personnel	30 points
	▪ Educational Attainment	6 points
	▪ Project Experience	15 points
	▪ Professional Experience	9 points
III	Job Capacity	20 points
	TOTAL	100 points

Note: The Consultancy Firm should get a total of **at least 70 points** from the above-mentioned criteria to be shortlisted.

SIMILAR/RELEVANT CONTRACT/SERVICES

Similar contracts/services are those for the subsurface soil exploration such as boring test.

Relevant contracts/services are those for topographical and other engineering and land surveys, soil investigation such as georesistivity and seismic analysis.

*Formula for Determining Financial /Job Capacity

$$FC = \frac{\text{Current Assets} - \text{Current Liabilities} - 2 \text{ months of all on-going contracts}}{2 \text{ months of the Reimbursable Expenses}}$$

ANNEX C

**DETAILED CRITERIA IN EVALUATING TECHNICAL PROPOSALS OF
SHORTLISTED CONSULTANTS FOR THE PROCUREMENT OF CONSULTING
SERVICES FOR THE CONDUCT OF SOIL EXPLORATION FOR NSTP HOSTEL,
PERIMETER FENCE WITH GATES, AND WATCH TOWER OF NATIONAL SEED
TECHNOLOGY PARK NSTP)**

	RATING FACTOR	POINTS
I	Experience and Capability of the Firm	10 points
	▪ Similar Projects	Max 10 points
	▪ Relevant Projects	Max 5 points
II	Qualification of Personnel	50 points
	▪ Educational Attainment	Max 7 points
	▪ Project Experience	Max 3 points
	▪ Professional Experience	Max 40 points
III	Plan of Approach and Methodology	40 points
	▪ Substance of the Proposal	Max 20 points
	▪ Completeness of the Proposal	Max 10 points
	▪ Clarity of Methods and Approaches	Max 10 points
	TOTAL	100 points

*Note: The Consultant should get a total of **at least 70 points** from the above-mentioned criteria. Criteria Nos. II & III shall have no score less than 50% each. Any bid where the score for Criteria Nos. II and III is lower than 50% of the maximum points shall be disqualified.