



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City  
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## REQUEST FOR PROPOSAL (RFP) No. 01-22

### CONSULTANCY SERVICES FOR THE RELOCATION SURVEY OF BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) AREA WITHIN THE DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES PROPERTY

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 for the Relocation Survey of Bureau of Agricultural and Fisheries Engineering (BAFE) Area within the Department of Agriculture and Natural Resources Property 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 One Hundred Forty-Five Thousand Pesos (Php145,000.00)**, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs. The consulting firm is given thirteen (13) working days to prepare and submit the required outputs reckoned from the date of receipt of the Notice to Proceed from BAFE. Proposals received in excess of the ABC shall be automatically rejected at the financial 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 (BAFE-BAC) for Consulting Services on or before 02 March 2022, 12:00 NN, at BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, 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. Applicable Experience of the Firm (within the last 2 years);
6. Qualification of Officials who may be assigned to the fieldwork;  
Bidders shall submit the Curriculum Vitae (CV) indicating the Project and Professional Experience and Education of the Personnel to be assigned on the project.
7. Current workload relative to capacity.  
Bidders shall submit their Audited Financial Statement (AFS) and List of Ongoing and Awarded but not yet started contracts, indicating the project duration and cost of the project.

*Note:* Related experience includes previous contracts/services similar and relevant to this TOR. The key experts are requested to indicate: (1) their role in 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.

#### 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 “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	February 23, 2022	N/A
Deadline of submission of Bids/Proposals <sup>1</sup>	March 2, 2022	12:00 NN
Opening of Bids/Proposals (Legal & Technical Documents)	March 2, 2022	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, BAFE Office, Sugar Center, Annex II Building Extension, 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 Center, Annex II Building Extension, North Avenue  
Diliman, Quezon City  
[bafe.procurement@gmail.com](mailto:bafe.procurement@gmail.com)  
(02) 8924-9741

Issued on 23 February 2022.

  
**ENGR. JANICE P. VARGAS**  
Chairperson, Bids and Awards Committee (BAC)

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





## TERMS OF REFERENCE

### CONSULTANCY SERVICES FOR THE RELOCATION SURVEY OF BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) AREA WITHIN THE DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES PROPERTY

#### I. OBJECTIVE:

The survey intends to relocate corners or re-set boundary lines of 2 lots derived from the subdivision of Transfer Certificate of Title (TCT) No. RT-118731 (see attached file) located at Brgy. Vasra, Quezon City. The technical description and area indicated in the TCT shall be the basis of relocating the corners or re-setting the boundaries.

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

The ABC for the proposed consulting services is One Hundred Forty-Five Thousand Pesos (PhP 145,000.00) inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs.

#### III. SCOPE OF WORKS:

The Consulting Firm shall undertake the following:

##### a. Pre-Survey Activities and Field Operation

- i. Data Research of Adjoining owners and Old Monuments Inventory.
- ii. Reconnaissance.

##### b. Notification of Survey.

The Barangay Chairperson and Lot owner affected by the survey shall be notified before the conduct of survey.

##### c. Relocation survey of lot.

The following shall apply:

- i. When it is positively established that a boundary survey mark has not been set as originally intended, re-set the mark after recording the position of the mark that must be re-set.
- ii. Record any encroachment caused by the differences between the positions of boundaries as determined in reinstatement/relocation survey and the







original or earlier survey. This shall be stated in the narrative report which shall be included in the survey returns.

- iii. The relocation of corners, re-establishment of boundary lines, etc, of magnetic surveys, upon which valid land titles have been based, shall be relocated following the metes and bounds as stated in the certificate of title, taking into consideration the adjoining natural and man-made features and as many as old corners as possible.
  - iv. Re-establishment of old monuments. When monuments appear to have been moved, such observation shall be recorded in the field notes and the subject monuments shall be reinstated/re-established.
  - v. Setting of permanent position of lot corners. In case no corner markers can be found on the ground, at least three (3) corner-markers of nearby approved survey may be used as reference provided a common point can be established pursuant to Section 128 of the Manual of Land Survey Procedures.
- d. Prepare and submit two (2) copies of the sketch plan to BAFE including Computer Aided Design (CAD) file. The CAD File shall be drawn to a scale of 1:100. The printed Sketch Plan shall be in an appropriate scale and paper size.
  - e. Fulfill all its obligations by using its technical expertise and in accordance with the highest professional and industry standards. The Consulting Firm shall exercise all reasonable skill, care, diligence and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of BAFE. To attain these ends, the Consulting Firm shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services.

#### **IV. LOTS SUBJECT TO RELOCATION AND SUBDIVISION SURVEY**

Hereunder are the 2 lots that will be the subject of relocation and subdivision survey to determine the BAFE area.

(See attached file)

#### **V. QUALIFICATIONS OF THE CONSULTING FIRM AND ITS KEY PERSONNEL.**

The consultant/firm and its personnel must be in the business in providing Land Surveying Services for at least two (2) years.







The minimum required personnel are as follows:

No. of Position	Position	Qualification
One (1)	Geodetic Engineer	Geodetic Engineer (RA1080)
One (1)	Instrument Man	College Graduate
One (1)	Rod Man	High School Graduate

#### VI. PROJECT TIMELINE

Activity	Timeline (WD)
f. Pre-Survey Activities and Field Operation	
i. Data Research of Adjoining owners and Old Monuments Inventory.	3
ii. Reconnaissance	2
b. Issuance of Notification to affected owners	2
c. Relocation survey of the 2 Lots.	3
d. Submission and presentation of survey returns to BAFE of the relocation/reinstatement survey for review/comment/clarification	1
e. Submission of survey returns of the relocation/reinstatement survey to the DENR-LMS Regional Office concerned for verification and approval. (IF DISCREPANCIES ARE NOTED BETWEEN THE ORIGINAL SURVEY RETURNS AND RESULT OF THE RELOCATION SURVEY)	2
<b>TOTAL</b>	<b>13</b>

#### VII. CONTRACT TERM

The Project shall be effective from the issuance of the Notice to Proceed to the Consulting Firm. Consulting Firm is given Thirteen (13) working days to prepare and submit the required outputs reckoned from the date of receipt of the Notice to Proceed from BAFE. The Project shall end upon the receipt by the Consulting Firm of the Certificate of Acceptance and Completion issued by BAFE, unless sooner terminated for a cause or upon mutual agreement by both parties.

#### VIII. MODE OF PAYMENT

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







The Consulting Firm is expected to be familiar with the Government Accounting and Auditing Manual (GAAM).

**i. 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 (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, BAFE 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.

**IX. MODE OF PROCUREMENT AND CRITERIA FOR SHORTLISTING**

The procurement of the consulting services shall be undertaken through Alternative Mode - Negotiated Small Value Procurement pursuant to RA 9184 and its Revised IRR. Bids shall be evaluated using the Quality-Cost Based Selection/Evaluation (QSBE/QCBE) wherein the Technical Proposals shall be given a weight of 80% and the Financial Proposal shall be given a weight of 20%. The consultant obtaining the highest total score shall be declared by the BAC as the bidder with the Highest Rated and Responsive Bid (HRRB).

- a. 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:
  - i. Applicable Experience of the Firm (within the last 2 years);
  - ii. Qualification of Officials, who may be assigned to the fieldwork;
  - iii. Current workload relative to capacity it includes related experience on previous contracts/services similar and relevant to this TOR. The key experts are requested to indicate: (1) 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.



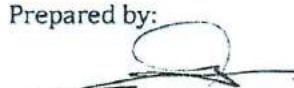


No.	RATING FACTOR	POINTS/WEIGHT
1	Applicable experience of the Consultant	50
2	Qualification of Personnel	30
3	Current workload relative to capacity	20
	TOTAL	100

**X. ASSISTANCE**

The BAFE shall provide all available pertinent documents such as copy of titles to the property, technical descriptions, et


Prepared by:

  
**DENNIS L. TACTAC, ABE**  
Chief, Interim SPD

Recommending Approval:

  
**JUANA T. TAPEL, Ph.D.**  
Assistant Director, BAFE

Approved:

  
**ARIODEAR C. RICO, ABE**  
Director, BAFE





## ANNEX A

### PROJECT DURATION

OUTPUT	WEEK 1					WEEK 2					WEEK 3				
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	Pre-Survey Activities and Field Operation & Data Research of Adjoining owners and Old Monuments	█	█	█	█	█									
Issuance of Notification to affected owners					█	█									
Relocation survey of the 2 Lots.							█	█	█						
Submission and presentation of survey returns to BAFE of the relocation/reinstatement survey for review/comment/clarification										█					
Submission of survey returns of the relocation/reinstatement survey to the DENR-LMS Regional Office concerned for verification and approval. (IF DISCREPANCIES ARE NOTED BETWEEN THE ORIGINAL SURVEY RETURNS AND RESULT OF THE RELOCATION SURVEY)											█	█	█		







## ANNEX B

### CRITERIA FOR SHORT LISTING OF INTERESTED CONSULTING FIRM

	RATING FACTOR	POINTS
<b>I</b>	<b>Experienced and Capability of Firm</b>	<b>50 points</b>
	• Years of Operations	5 points
	• Related Experiences/ Previous Engagements	45 points
	-Similar Projects	Max 45 points
	-Relevant Projects	Max 22 Points
<b>II</b>	<b>Qualification of Personnel</b>	<b>30 points</b>
	• Educational Attainment	6 points
	• Project Experience	15 points
	• Professional Experience	9 points
<b>III</b>	<b>Job Capacity</b>	<b>20 points</b>
	• Current Project Workload (Ongoing Contracts) Similar to the Project	10 points
	• Financial Capacity of the Firm (Current Assets – Current Liabilities)	10 points
	<b>TOTAL</b>	<b>100 points</b>

Note: The Consulting Firm should get a total of at least 50 points from the above-mentioned criteria to be shortlisted.





## ANNEX C

### DETAILED CRITERIA IN EVALUATING TECHNICAL PROPOSALS OF SHORTLISTED CONSULTANTS FOR THE RELOCATION SURVEY OF BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) AREA WITHIN THE DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES PROPERTY

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

Note: The Consultant should get a total of **at least 50 points** from the above-mentioned criteria.

