



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

INVITATION TO BID

RELOCATION SURVEY SERVICES

1. The *DEPED, Schools Division Office of Catanduanes* through the General Appropriations Act (GAA) CY 2022 intends to apply the sum of **Seven Hundred Ninety Four Thousand Sixty-Two Pesos & 50/100 (Php794,062.50)** being the Approved Budget for the Contract (ABC) to payments under the contract for *Survey Services*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *Schools Division Office of Catanduanes* now calls for the submission of eligibility documents for the Survey Services. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **December 2, 2022**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

RELOCATION SURVEY

	Name of School	Municipality	No. of Lot
1.	San Vicente Elementary School	Bagamanoc	1
2.	Bugao National High School	Bagamanoc	1
3.	Gigmoto Central Elementary School	Gigmoto	1
4.	Datag Central Elementary School	Caramoran	1
5.	Tuaco-Maysuram Elementary School	Caramoran	1
6.	Supang Elementary School	Caramoran	1
7.	Tubli Elementary School	Caramoran	1
8.	Mabini Elementary School	Caramoran	1
9.	Canlubi Elementary School	Pandan	1
10.	Catamban Elementary School	Pandan	1
11.	Baldoc Elementary School	Pandan	1
12.	Sta. Cruz Elementary School	Pandan	1
13.	Cobo Integrated School	Pandan	1
14.	Tibang Elementary School	San Andres	1
15.	Hilawan Elementary School	San Andres	1
16.	Codon National High School	San Andres	1
17.	Jose Rizal Elementary School	San Andres	1
18.	Buenavista Elementary School	Viga	1
19.	Sagrada Elementary School	Viga	1
20.	Batohonan Elementary School	Viga	1
21.	Viga Central Elementary School	Viga	1

22.	Ananong Elementary School	Viga	1
23.	Mabini Elementary School	Viga	1
24.	Rizal Elementary School	Viga	1
25.	Magsaysay Elementary School	Viga	1

Approved Budget for the Contract=Php794,062.50

3. Interested bidders may obtain further information from *DepED, Schools Division Office of Catanduanes* and inspect the Bidding Documents at the address given below during *Office Hours, 8:00 AM until 5:00 PM except if it falls on Holidays.*
4. A complete set of Bidding Documents may be acquired by interested Bidders on **November 11 to December 2, 2022** from the address below *{Insert if necessary: and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos Only (Php1,000.00).*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of *[insert number of short list allowed]*¹ prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

a.) Class "A" Documents

Legal Documents

- i.) *Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperative*
- ii.) *Mayor's/Business permit issued by the city or municipality where the principal's place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.*

In case of recently expired permits, submit official receipt as proof that the bidder has applied for renewal, provided, that the renewed permit shall be submitted as post-qualification requirement.

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI Registration and Mayor's/Business permit.

- iii.) Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.
- iv.) PhilGEPS Certification of Registration and Membership

Technical Documents

- v.) Statement of the prospective bidder of all its ongoing and completed 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, within the relevant period.
- vi.) Statement of the consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice the profession or allied professions, including their respective curriculum vitae.

Financial Documents

- vii. The consultant's audited financial statement, showing the consultant'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.

b.) Class "B" Document

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid.

Additional Eligibility Criteria:

1. The following persons/entities shall be allowed to participate in the bidding:
 - (a) Duly licensed Filipino citizen/sole proprietorships;
 - (b) Partnership duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Cooperatives duly organized under the laws of the Philippines; or
 - (d) Persons/entities forming themselves into a joint venture, provided, however, the Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.


2. *Those who will actually perform the services shall be Filipino citizen and registered professional authorized by the appropriate regulatory body to practice those professions and allied professions.*
3. *Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firm or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;*
4. *Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and*
5. *Current workload relative to capacity.*

Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

6. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)* procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
7. The contract shall be completed within *sixty (60) calendar days*
8. The *DEPED Schools Division Office of Catanduanes* reserves the right to 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.
9. For further information, please refer to:

MA. LUISA T. DELA ROSA
Chairman, Bids and Awards Committee
DepEd, Schools Division Office of Catanduanes
CP No. 09476099689
www.depedrovcatanduanes.com


MA. LUISA T. DELA ROSA
BAC Chairman


RELOCATION SURVEY SERVICES

PROJECT SCHEDULE

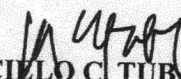
NO.	ACTIVITY	DURATION (days)	START	END
1.	Pre-Procurement Conference	1 CD		
2.	Advertisement/Posting of Invitation to Bid	7	Nov. 11, 2022	Nov. 17, 2022
3.	Issuance of Bidding Documents		Nov. 11, 2022	Dec. 2, 2022
4.	Pre-Bid Conference	1	Nov. 18, 2022- 9:00 AM at CID Office	
5.	Issuance of Bid Bulletin (if any)	7		
6.	Deadline of Submission and Receipts of Bids/Bid Opening	1	Dec. 2, 2022- 9:00 AM at CID Office	
7.	Bid Evaluation	1	Dec. 5, 2022	
8.	Post-qualification	2	Dec. 6-7, 2022	
9.	Approval of Resolution to Award/Issuance of NOA	1	Dec. 8, 2022	
10.	Contract Preparation and Signing	1	Dec. 9, 2022	
11.	Approval of contract by higher authority	1	Dec. 12, 2022	
12.	Issuance of Notice to Proceed	1	Dec. 13, 2022	
13.	Pre-Implementation Meeting	1		

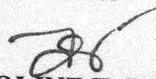

MA. LUISA T. DELA ROSA
BAC Chairman


MARY JEAN S. ROMERO
Vice-Chairman


ROMEL G. PETAJEN
Member

GINA L. CUSTODIO
Member


MA. CIZLO C. TUBALE
Member


AROLINE T. BORJA
Member


EVA S. TOLENTINO
Head- BAC Secretariat