



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

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**REQUEST FOR EXPRESSION OF INTEREST FOR  
SUBDIVISION SURVEY AND RELOCATION SURVEY SERVICES**

1. The **DEPED, Schools Division Office of Catanduanes** through the General Appropriations Act (GAA) CY 2021 intends to apply the sum of **One Million Three Hundred Eighty-Six Thousand Pesos Only (Php1,386,000.00)** 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.<sup>1</sup> Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **December 20, 2021 at 1:00 PM at SDO Lobby**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

**LOT 1 – SUBDIVISION SURVEY**

	<b>Name of School</b>	<b>Municipality</b>	<b>No. of Lot</b>
<b>1.</b>	Catanduanes National High School (CNHS & LGU)	<b>Virac</b>	<b>2</b>
<b>2.</b>	Palta Elementary School (Palta ES and Palta NHS)	<b>Virac</b>	<b>2</b>
<b>3.</b>	Calatagan Elementary School Calatagan ES & Calatagan NHS	<b>Virac</b>	<b>2</b>
<b>4.</b>	Virac Pilot Elementary School (Virac Pilot ES & SDO)	<b>Virac</b>	<b>2</b>
<b>5.</b>	Hawan Elementary School (Hawan ES and Hawan NHS)	<b>Virac</b>	<b>2</b>
<b>6.</b>	Tambongon Elementary School (Tambongon ES & Tambongon NHS)	<b>Viga</b>	<b>2</b>

**Approved Budget for the Contract= Php183,750.00**

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<sup>1</sup> A brief description of the terms of reference of the Consulting Service should be provided, including outputs/deliverables, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

## LOT 2- RELOCATION SURVEY

	Name of School	Municipality	No. of Lot
1.	Pangcayanan Elementary School	Bagamanoc	1
2.	Salvacion Elementary School	Bagamanoc	1
3.	Bagamanoc Central Elem. School	Bagamanoc	1
4.	Bugao Central Elementary School	Bagamanoc	1
5.	Hinipaan Elementary School	Bagamanoc	1
6.	Mavil Elementary School	Bagamanoc	1
7.	San Vicente Elementary School	Bagamanoc	1
8.	Sagrada Elementary School	Bagamanoc	1
9.	Cabugao Integrated School	Bato	1
10.	Mintay Elementary School	Bato	1
11.	San Pedro Elementary School	Bato	1
12.	Bocon Elementary School	Caramoran	1
13.	Dariao National High School	Caramoran	1
14.	Datag Central Elementary School	Caramoran	1
15.	Guiamlong Elementary School	Caramoran	1
16.	Hitoma-Bulalacao Elem. School	Caramoran	1
17.	Obi Elementary School	Caramoran	1
18.	Salvacion Elementary School	Caramoran	1
19.	Biong Elementary School	Gigmoto	1
20.	San Pedro Elementary School	Gigmoto	1
21.	Sicmil Integrated School	Gigmoto	1
22.	Sioron Elementary School	Gigmoto	1
23.	Cabuyoan Elementary School	Panganiban	1
24.	Mabini Elementary School	Panganiban	1
25.	San Miguel Elementary School	Panganiban	1
26.	Alibuag Elementary School	San Andres	1
27.	Codon Elementary School	San Andres	1
28.	Alma Elementary School	San Miguel	1
29.	Katipunan Elementary School	San Miguel	1
30.	Kilikilihan Elementary School	San Miguel	1
31.	Pagsangahan Elementary School	San Miguel	1
32.	Mabato Central Elementary School	San Miguel	1
33.	Botinagan Elementary School	Viga	1

**Approved Budget for the Contract=Php1,202,250.00**

- 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 30, 2021 to December 20, 2021** 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 **Five Thousand Pesos Only (Php5,000.00)**.*

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]*<sup>2</sup> 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*

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<sup>2</sup> For World Bank financed contract, the short list should be six (6) Consultants.

*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 *one hundred eighty (180) calendar days per lot*.
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*

*November 26, 2021*

  
**MA. LUISA T. DELA ROSA**  
**BAC Chairman**


## SUBDIVISION SURVEY AND 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	November 30, 2021	December 6, 2021
3.	Issuance of Bidding Documents		November 30, 2021	December 20, 2021
4.	Pre-Bid Conference	1	December 7, 2021 at 11:00 AM- SDO Lobby	
5.	Issuance of Bid Bulletin (if any)	7		
6.	Deadline of Submission and Receipts of Bids/Bid Opening	1	December 20, 2021 at 1:00 PM- SDO Lobby	
7.	Bid Evaluation	1	December 21, 2021	
8.	Post-qualification	2	December 22, 2021	
9.	Approval of Resolution to Award/Issuance of NOA	1	December 23, 2021	
10.	Contract Preparation and Signing	1	December 27, 2021	
11.	Approval of contract by higher authority	1	December 28, 2021	
12.	Issuance of Notice to Proceed	1	December 29, 2021	
13.	Pre-Implementation Meeting	1		


**MA. LUISA T. DELA ROSA**  
BAC Chairman

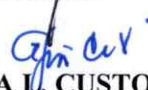
  
**MARY JEAN S. ROMERO**  
Vice-Chairman

  
**ROMEL G. PETAJEN**  
Member

  
**MA. CIELO C. TUBALE**  
Member

  
**EVA S. TOLENTINO**  
Head- BAC Secretariat

  
**NELSON T. SICIO**  
Member

  
**GINA L. CUSTODIO**  
Member

**AROLINE T. BORJA**  
Member

  
**RODGER A. MATIENZO**  
DepEd Engineer III