



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**  
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: <https://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) CPNo.: 0917-624-0170

Title:	REQUEST FOR PROPOSAL																														
Name of Contract:	<b>PROCUREMENT OF CONSULTANCY SERVICES FOR THE ENVIRONMENTAL IMPACT STATEMENT (EIS) AND ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) ACQUISITION OF THE KALINGA STATE UNIVERSITY-BULANAO CAMPUS (REPOST)</b>	RFP No.:	<b>RFQ_Cons_2023-09-091</b>																												
Location of Contract:	<b>Kalinga State University</b>	Date:	<b>September 11, 2023</b>																												
End-User Unit:	<b>Central Laboratory</b>	Fund Source:	<b>Regular Agency Fund CY 2023</b>																												
Implementing Unit:	<b>Central Laboratory</b>	ABC:	<b>Php 850,000.00</b>																												
Period of Advertisement:	<b>September 12-18, 2023 @ 10:00 am</b>	Mode of Procurement:	<b>Negotiated Procurement - Highly Technical Consultant (Sec. 53.7)</b>																												
Instruction to External Providers:	Please quote your government price, taxes included and FOB, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than <b>September 18, 2023 @ 10:00 am</b> in a sealed envelope to the business or e-mail address stated below and shall be opened on same day at <b>10:01 am</b> .																														
Terms and Conditions:	<ol style="list-style-type: none"> <li>1. All entries must be typewritten or legibly written.</li> <li>2. Price validity shall be for a period of 30 calendar days</li> <li>3. Terms of Reference (TOR) for the project is attached as <b>Annex "A"</b>.</li> <li>4. List of documentary requirements comprising the Technical and Financial Proposals is attached as <b>Annex "B"</b>.</li> <li>5. The samples of bidding forms are attached as <b>Annex "C"</b>.</li> <li>6. The BAC shall conduct eligibility checking and shortlisting based on a non-discretionary "pass/fail" criterion. During the evaluation of bids, Quality-Cost Based Evaluation (QCBE) procedure shall be adopted using the following shortlisting criteria:</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Criteria</th> <th style="background-color: #cccccc;">Maximum Points</th> </tr> </thead> <tbody> <tr> <td> <b>1. Experience of the Firm</b>            The firm must have satisfactorily completed one consulting services contract similar to, and with the following cost as a percentage of the Approved Budget for the Contract (ABC) of the services to be procured.  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Cost as % of ABC</u></th> <th style="text-align: left;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>50% or more</td> <td>35</td> </tr> <tr> <td>40% to &lt;50%</td> <td>25</td> </tr> <tr> <td>30% to &lt;40%</td> <td>15</td> </tr> <tr> <td>&lt;30%</td> <td>0</td> </tr> </tbody> </table> </td> <td style="text-align: center; vertical-align: top;">35</td> </tr> <tr> <td> <b>2. Qualification of Key Personnel to be assigned to the Project</b>            Key personnel must meet the following requirements:  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Education and Experience</u></th> <th style="text-align: left;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>Relevant Bachelor's Degree, minimum requirement</td> <td>8.0</td> </tr> <tr> <td>Relevant Master's Degree, additional point</td> <td>1.0</td> </tr> <tr> <td>Relevant Doctor's Degree, additional point</td> <td>0.5</td> </tr> <tr> <td>Relevant Trainings, additional point</td> <td>0.5</td> </tr> <tr> <td>Experience related to the services to be procured</td> <td>20</td> </tr> </tbody> </table> </td> <td style="text-align: center; vertical-align: top;">30</td> </tr> </tbody> </table>			Criteria	Maximum Points	<b>1. Experience of the Firm</b> The firm must have satisfactorily completed one consulting services contract similar to, and with the following cost as a percentage of the Approved Budget for the Contract (ABC) of the services to be procured. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Cost as % of ABC</u></th> <th style="text-align: left;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>50% or more</td> <td>35</td> </tr> <tr> <td>40% to &lt;50%</td> <td>25</td> </tr> <tr> <td>30% to &lt;40%</td> <td>15</td> </tr> <tr> <td>&lt;30%</td> <td>0</td> </tr> </tbody> </table>	<u>Cost as % of ABC</u>	<u>Points</u>	50% or more	35	40% to <50%	25	30% to <40%	15	<30%	0	35	<b>2. Qualification of Key Personnel to be assigned to the Project</b> Key personnel must meet the following requirements: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Education and Experience</u></th> <th style="text-align: left;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>Relevant Bachelor's Degree, minimum requirement</td> <td>8.0</td> </tr> <tr> <td>Relevant Master's Degree, additional point</td> <td>1.0</td> </tr> <tr> <td>Relevant Doctor's Degree, additional point</td> <td>0.5</td> </tr> <tr> <td>Relevant Trainings, additional point</td> <td>0.5</td> </tr> <tr> <td>Experience related to the services to be procured</td> <td>20</td> </tr> </tbody> </table>	<u>Education and Experience</u>	<u>Points</u>	Relevant Bachelor's Degree, minimum requirement	8.0	Relevant Master's Degree, additional point	1.0	Relevant Doctor's Degree, additional point	0.5	Relevant Trainings, additional point	0.5	Experience related to the services to be procured	20	30
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> <b>3. Plan of Approach and Methodology</b>            a. Clarity, feasibility, innovativeness and comprehensiveness of plan approach.            b. Quality of interpretation of project problems, risks and suggested solutions.         </td> <td style="width: 20%; text-align: center; vertical-align: top; padding: 5px;">35</td> </tr> </table> <p>To be eligible for the inclusion in the short list, a consultant must obtain a minimum or passing total score of 60%, based on the following QCBE rating:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="3">Weights</th> </tr> <tr style="background-color: #cccccc;"> <th>Quality (Technical Proposal)</th> <th>Cost (Financial Proposal)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>70</td> <td>30</td> <td>100%</td> </tr> </tbody> </table> <p>The following formula shall be used:</p> $S = (St \times T\%) + (Sf \times F\%)$ <p><b>Where:</b>    <b>S</b> is the Total Score                      <b>St</b> is the Technical Score                      <b>Sf</b> is the Financial Score                      <b>T</b> is the weight given to Technical Proposal                      <b>F</b> is the weight given to Financial Proposal</p> <ol style="list-style-type: none"> <li>7. The total price quoted is subject to withholding tax and payable check.</li> <li>8. Contract duration will cover Ninety calendar days (90 cd). The winning consultant shall start performing the services within three (3) working days upon receipt of Notice to Proceed.</li> <li>9. Bidders should comply with the applicable provisions of Annexes "B" (General Principles on Consulting Services) and "F" (Contract Implementation Guidelines for the Procurement of Consulting Services) of the 2016 Revised IRR of RA 9184.</li> <li>10. The Kalinga State University 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 affected bidder/s.</li> <li>11. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the external provider or his/her duly authorized representative/s.</li> <li>12. During the Contract Duration, the winning external provider is expected to adhere with the Green Procurement Programs of the government pursuant to EO No. 301 issued in 2004.</li> <li>13. During and after the contract implementation, the consultant shall be evaluated by the end-user unit as requirement for payment of progress and/or final billing.</li> </ol>	<b>3. Plan of Approach and Methodology</b> a. Clarity, feasibility, innovativeness and comprehensiveness of plan approach. b. Quality of interpretation of project problems, risks and suggested solutions.	35	Weights			Quality (Technical Proposal)	Cost (Financial Proposal)	Total	70	30	100%
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Prepared By/Contact Person:	<b>MR. RICKY JAMES B. SAGUN</b> BAC Secretariat, Procurement Management Office Kalinga State University-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga 3800, Philippines Email Address: <a href="mailto:procurementservice_bac@ksu.edu.ph">procurementservice_bac@ksu.edu.ph</a> CP No.: 09176240170											
Authorized Signatory	<b>ROMUALDO U. WACAS, Ph.D</b> BAC Chairperson											