



REQUEST FOR PROPOSAL

FOR THE PROCUREMENT OF CONSULTING SERVICES – ARCHITECTURAL DESIGN AND ENGINEERING SERVICES FOR IMPROVEMENT OF GROUND RECEIVING STATION IN CLIMATE FIELD SCHOOL, PD MONFORTH SOUTH, DUMANGAS, ILOILO

1. The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC) - 1, intends to engage the services of a Consultant for the Procurement of Consulting Services - Architectural Design and Engineering Services for Improvement of Ground Receiving Station in Climate Field School, PD Monforth South, Dumangas, Iloilo through employment of Section 53.9 (Negotiated Procurement - Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Details of the project are in the Terms of Reference (TOR). Copy is attached hereto as Annex "A".
2. The Approved Budget for the Contract (ABC) is Three Hundred Thousand Pesos Only (P300,000.00) inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs. The engagement shall be until 30 November 2019 commencing from the date of receipt of Notice to Proceed (NTP) by the Consultant. Proposal received in excess of the ABC shall be automatically rejected at the proposal opening.
3. Interested Bidders are required to submit in sealed envelopes, one (1) original copy and one (1) copy of the following to the BAC Secretariat on or before 12 November 2019 at G/F ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City 1101:

A. Eligibility Documents

1. Mayor's/ Business Permit;
2. PhilGEPS Registration Number/Certificate;
3. Latest Income/Business Tax Return;
4. Omnibus Sworn Statement using GPPB prescribed Form (Annex "B")

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 do, 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. Curriculum Vitae;
6. List of all completed contracts, and ongoing and awarded but not yet started contracts in the last three (3) years;
7. Technical Proposal; and

C. Financial Proposal

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

Bidders shall enclose 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 BAC-1 shall conduct simultaneous opening and evaluation of the legal requirements and technical proposal using non-discretionary pass or fail criterion as specified in the 2016 Revised IRR of RA No. 9184.
5. The DOST-ASTI shall evaluate bids using the Quality Based Evaluation (QBE) procedure. The criteria and rating system for the valuation of bids is in the attached TOR.
6. The schedule of procurement activities shall be as follows:

Activity	Schedule
Submission of Letter of Intent	12 November 2019, 2:00 PM
Deadline of Submission of Bids/Proposals	
Opening of Bids / Proposals (Legal & Technical Requirements)	12 November 2019, 2:30 PM

7. The DOST-ASTI reserves the right to reject any and all bids, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 41 of RA No. 9184 and its Revised IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

Ms. KATHERINE B. RAMOS

Head, Secretariat
Bids and Awards Committee (BAC)
c/o Procurement Management Section
Finance and Administration Division
Advanced Science and Technology Institute
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PEDRITO B. MANGAHAS
Chairperson, BAC - 1

TERMS OF REFERENCE

- I. **Description:** Improvement of the 2nd Floor Conference Room to convert as Ground Station Server and Operations Office
- II. **Leasable Area:** 8.3 meters X 4.30 meters (36sqm)
- III. **Address:** Climate Field School, PD Monforth South, Dumangas, Iloilo
- IV. **Detailed Scope of Work:**

The Service Provider shall provide required professional architectural and engineering design as well as construction project management for the improvement of ground station in the Climate Field School in Dumangas, Iloilo in a manner conforming to standard practices and design of the Philippine Building Code of the Philippines.

The Service Provider shall take full charge of the design work and is expected to assign and engage architects, civil/structural engineers, electrical engineers, electronics and communication engineers, interior designers, and other technical support personnel in creating a sound design for the designated areas of concern.

V. **Objective:**

Prepare and submit design plans for the improvement of the leased space for the satellite ground station at the Climate Field School in Dumangas, Iloilo; create a design that is conducive for work environment for daily operations and to serve as a venue for showcasing space technologies in the region.

VI. **Required Professional Services:**

A. Architect's Regular Design Services

1. Normal architectural, structural, mechanical, electrical, civil engineering, interior design, construction cost estimating services for construction, necessary to implement the project;
2. Interior design plan of the area which is modern, clean, aesthetic one which fits the image of young start-up office geared towards 'space technology';
3. Provide AutoCAD-generated design plans (interior perspective, floor plan and layout, and other related plans);
4. Interior design plan (server partition, anti-static flooring, furniture, fixtures and equipment plan and layout, wall graphics, lightning, signages, audiovisual equipment, item specification with cost, and other similar plans);
5. Electrical Plans (structured cabling, electrical layout with legends, lighting and power layout, line diagrams, telephone, IT network, CCTV power redundancy, and other wire and cable layout);
6. Mechanical Plans (air-conditioning, ventilation, fire suppression);
7. Technical specification describing the type and quality of materials to be used and the manner of doing the implementation in MS Word Format;
8. Implementation phasing plan and program;
9. Bill of Quantities/cost estimates in Excel format to include cost estimates supported preferably with two (2) price quotations from suppliers;
10. Preparation of program work;

11. Preparation of proposed implementation schedule and estimated cash flow;
12. Service Provider shall furnish DOST-ASTI, five (5) printed sets of drawings and specification duly signed and approved by the service provider for future procurement requirement / bidding purposes;
13. All design decisions shall be referred to appropriate provisions in the latest editions of the National Building Code, Electrical, Fire, Structural Code and other pertinent laws.

VII. Criteria and Rating System:

Criteria	Percentage
Applicable Experience 1. Work Similar to the Project ≥5 projects (40%) 3-4 projects (35%) 2 projects (30%)	40%
Qualification of Personnel 1. Education (15%) - Graduate Degree (15%) - Bachelor's Degree (12%) 2. Experience (25%) For key personnel with at least 15 years experience (a) ≥ 20 years (25%) (b) 17-19 years (20%) (c) 15-16 years (15%) (d) < 15 years (0%) For key personnel with at least 10 years experience (a) ≥ 15 years (25%) (b) 12-14 years (20%) (c) 10-11 years (15%) (d) <10 years (0%) For key personnel with at least 5 years (a) ≥ 10 years (25%) (b) 7-9 years (20%) (c) 5-6 years (15%) (d) < 5 years (0%)	40%
Current Workload No. of workload with equivalent rate ≥ 3 projects (5%) 2 projects (10%) < 2 projects (20%)	20%

VIII. Attachment: Climate Field School, 2nd Floor Plan Drawing for reference

IX. Delivery: On or before 30 November 2019