

# Opening of Bids Checklist

**Name of Project:** Procurement for the Conduct of Survey for School Sites of SDO Kidapawan City for FY 2023

**Name of Bidder:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Venue of Bid Opening:** Conference Room, New SDO Kidapawan Building

Bidders shall submit the requirements indicated below within three (3) calendar days from receipt of notice from BAC, which documents shall be validated during post qualification to determine if the supplier is technically, legally and financially capable prior to the award of contract.

- |           |   |                          |
|-----------|---|--------------------------|
| <b>A.</b> | Valid Tax Clearance per Executive Order 398, s. 2005 issued by BIR, Collection Enforcement Division, National Office, Quezon City or appropriate office in the BIR National Office; | <input type="checkbox"/> |
| <b>B.</b> | Updated income and business tax return;   | <input type="checkbox"/> |
| <b>C.</b> | Certificate of PhilGEPS Registration;   | <input type="checkbox"/> |
| <b>D.</b> | Valid and current Mayor's Permit;   | <input type="checkbox"/> |
| <b>E.</b> | Business Registration from SEC, DTI or CDA;   | <input type="checkbox"/> |
| <b>F.</b> | Bidder's Profile & Quotation Form   | <input type="checkbox"/> |

*The Bidder is responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.*

*The Bidder is required to provide a Table of Contents and corresponding tab/label for each submitted documents to help ensure completeness of submission by the bidder and facilitate examination by the BAC.*

*The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the Procuring Entity.*

**Remarks:** \_\_\_\_\_

**MEILROSE B. PERALTA, EdD.**  
**BAC CHAIR**



Republic of the Philippines  
**Department of Education**  
Region XII – SOCCSKSARGEN  
**SCHOOLS DIVISION OFFICE OF KIDAPAWAN CITY**

**Request for Quotation**

Date:  
Quotation No.:

***To all Prospective Suppliers:***

- I. Please quote your lowest price inclusive of VAT on the projects listed below, subject to the Terms and Conditions of this RFQ, and submit your **sealed quotation** not later than 10:00 am of September 12, 2023 upon posting of this RFQ at DepEd-Kidapawan City Division Bids and Awards Committee (BAC), J.P. Laurel Corner Quirino Street, Kidapawan City. For more information please call the BAC Chair of DepEd-Kidapawan City Division at telefax no.: (064) 572-4144. **Prospective supplier shall be responsible to verify the quoted items with DepEd-Kidapawan City Division BAC or its Technical Working Group (TWG) Chair at the telephone no. given above.**

**MEILROSE B. PERALTA, EdD.**  
Asst. Schools Division Superintendent  
BAC Chair

II. **Description of the Project:**

**ABC = Php 600,000.00**  
**PROJECT TITLE = Procurement for the Conduct of Survey for School Sites of SDO Kidapawan City for FY 2023**

III. **Schedule of Procurement Activity:**

- |                       |                                       |
|-----------------------|---------------------------------------|
| 1. September 9, 2023  | -Publication Period                   |
| 2. September 12, 2023 | -Submission and Opening of Quotations |
| 3. September 13, 2023 | -Evaluation of documents & quotations |
| 4. TBA                | -Issuance of Award                    |



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**IV. Bidder's Profile/Quotation Form:**

Bidder's Company Name:		Tin:	
Address:			
Tel. No.:		Fax No.:	
Bidder's Authorized Representative Signature Over Printed Name:		Email:	
Amount of Quotation		(In Words)	Php

**Instruction:** To all bidders, please fill-out all the necessary information required in the boxes of the above Bidder's Profile/Quotation Form.

**V. Terms and Conditions:**

1. Quotations shall be submitted to the Bids and Awards Committee (BAC) at Deped-Kidapawan City Division, J. P. Laurel Corner Quirino Street, Kidapawan City on the date stated in Schedule of Procurement Activity.
2. Bidders shall submit the requirements indicated below not later than 10:00 am of September 12, 2023 from receipt of notice from BAC, which documents shall be validated during post qualification to determine if the supplier is technically, legally and financially capable prior to the award of contract.
  - a. Valid Tax Clearance per Executive Order 398, s. 2005 issued by BIR Collection Enforcement Division, National Office, Quezon City or appropriate office in the BIR National Office;
  - b. Latest Income and Business Tax Return;
  - c. Latest Certificate of PhilGEPS Registration;
  - d. Valid and current Mayor's Permit;
  - e. Business Registration from SEC, DTI or CDA; and
  - f. Bidder's Profile & Quotation Form, Detailed Estimates & Bill of Quantity



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**A. Award**

The bidder who submitted the lowest calculated responsive quotation shall be awarded the Contract after evaluation by the BAC-TWG.

**B. Delivery**

**1. Delivery Period:** Delivery of *Goods* must be made immediately upon the issuance of *Notice to Proceed (NTP)*.

**C. Evaluation of Quotations**

Quotations shall be evaluated on the basis of the following criteria:

1. Completeness of submission
2. Price-Lowest unit cost per Bill of Quantity (BOQ).

**D. Instructions**

1. Suppliers shall be responsible for the sources of its materials and shall make the deliveries in accordance with the schedule and specifications of the award or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or contract issued to the supplier.
2. Suppliers shall pick-up the contract issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the supplier. Therefore, if the contract remains unclaimed, the contract shall be deemed cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).
3. Suppliers who accepted a contract but failed to deliver the required goods/services within the time called for in the contract shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This without prejudice to the imposition of other sanctions prescribed under RA 9184 and its revised IRR against the contractor.
4. All duties, excise and other taxes and revenue charges shall be paid by the contractor.
5. All transaction is subject to withholding of credible Value Added Tax and /or Expanded Creditable Tax per revenue regulation(s) of the Bureau of Internal Revenue.



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**E. Inspection**

1. All goods shall be subject to inspection and acceptance by the DepEd inspection Team and the end-user.

**F. Liquidated Damages**

A penalty of one-tenth (1/10) of one percent (0.001) of the total value of undelivered goods shall be charged as liquidated damages for every day of delay of the delivery of the purchased services.

**G. Warranty**

Retention period shall be for a period of one (1) year reckoned from date of acceptance of the project.

**H. Payment**

After having carefully read and accepted your Request for Quotation and Terms and Conditions, I/We quote you on the items at price noted in the RFQ. The quotation shall be binding upon us for thirty calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding awards shall be accepted by us at any time before expiration of this period.

The DepEd-Kidapawan City Division BAC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.



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**PROJECT TITLE: Procurement for the Conduct of Survey for School Sites of SDO Kidapawan City for FY 2023**

**ABC: Php 600,000.00**

**PRICE SCHEDULE**

<b>NO.</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>ITEM</b>	<b>UNIT COST</b>	<b>TOTAL AMOUNT</b>
1	20	Units	School Site Survey for: a. Amazion Elementary School b. Felipe Suerte Memorial Elementary School c. Gulanay Maague Memorial Elementary School d. Juan P. Jalipa Memorial NHS e. Kalaisan National High School f. Katipunan Elementary School g. Kidapawan City NHS – Amazion Extension h. Lanao Central Elementary School i. Lanao National High School j. Macebolig Integrated School k. Marbel National High School l. Nuangan Intergrated School m. Onica Elementary School n. Onica National High School o. Patadon Elementary School p. Patadon National High School q. Perez Elementary School r. San Roque Elementary School s. Sibug Memorial Elementary School t. Sumbac Elementary School  *Duly Approved Survey Plan must be issued and submitted after the conduct of survey to the Schools Division Office		
<b>TOTAL AMOUNT IN WORDS</b>					

Prepared by:

Owner/Proprietor



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Criteria and Rating System are as follows:

Criteria	Score	%	%	Pts.
<b>Applicable experience of the consultant and members, in case of joint ventures, considering both overall experiences of the company</b>				<b>40</b>
<b>I. Firms Qualification</b>			50	
A. The firm/group or any of its JV members must be legally operational for at least five (5) years		30		
<ul style="list-style-type: none"> <li>- 7 years or more</li> <li>- More than 5 but less than 7 years</li> <li>- 5 years</li> <li>- Less than 5 years</li> </ul>	100 85 70 0			
B. The firm/group or any of its JV members must have completed at least two (2) projects similar to the project at hand		70		
<ul style="list-style-type: none"> <li>- 5 projects or more</li> <li>- 3-4 projects</li> <li>- 2 projects</li> <li>- Less than 2 projects</li> </ul>	100 85 70 0			
<b>II. Work Experience</b>			30	
1. Single largest similar to the project at hand within five years from opening of bids counting backwards (completed)		40		
<ul style="list-style-type: none"> <li>- More than ABC</li> <li>- 75 % - 100% of the ABC</li> <li>- 50% but less than 75% of the ABC</li> <li>- below 50% of the ABC</li> </ul>	100 85 70 0			
2. Total value of similar projects within five years from opening of bids counting backwards (completed)		30		
<ul style="list-style-type: none"> <li>- More than ABC</li> </ul>	100			

<ul style="list-style-type: none"> <li>- 75 % - 100% of the ABC</li> <li>- 50% but less than 75% of the ABC</li> <li>- below 50% of the ABC</li> </ul>	<p style="text-align: center;">85 70 0</p>			
<p>3. Total value of similar projects within five years from opening of bids counting backwards (on-going)</p>		30		
<ul style="list-style-type: none"> <li>- More than ABC</li> <li>- 75 % - 100% of the ABC</li> <li>- 50% but less than 75% of the ABC</li> <li>- below 50% of the ABC</li> </ul>	<p style="text-align: center;">100 85 70 0</p>			
<p><b>III. Tools and Equipment committed to the project.</b></p> <p>At least one (1) set of the following tools and equipment per cluster:</p> <p>Using Traditional Survey Equipment:</p> <ul style="list-style-type: none"> <li>- Complete set of equipment per cluster a Geodetic Total Station with Tripod and Prism or Engineer’s Transit with Tripod and Steel Tape, and Desktop Computer/ Laptop (with complete proof)</li> </ul> <p>Or;</p> <p>Using Latest Survey Equipment:</p> <ul style="list-style-type: none"> <li>- Complete set of equipment per cluster a Real-Time Kinematic (RTK) with complete Accessories, External radio, and Desktop Computer/ Laptop (with complete proof)</li> </ul> <p>Or;</p> <ul style="list-style-type: none"> <li>- Complete set of equipment per cluster a Real-Time Kinematic (RTK) with complete Accessories (Internal), and Desktop Computer/ Laptop (with complete proof)</li> </ul>			20	



<p><b>Note:</b>  Combinations of set of traditional survey equipment and set of latest survey equipment are allowed to commit in the project for a total of the required sets of survey equipment per lot.</p> <p>List of Tools and Equipment should be supported by proof of ownership, lease and/ or purchase agreement. The bidder may choose among the ff. options:</p> <ol style="list-style-type: none"> <li>1. Proof of ownership to be included in the Technical Proposal; or</li> <li>2. Lease Agreement between lessor and lessee and Proof of Ownership of the Lessor to be included in the Technical Proposal;</li> <li>3. Purchase Agreement between the bidder and the owner. Certification of availability of equipment from the vendor for the duration of the project; or</li> </ol> <ol style="list-style-type: none"> <li>1. Land Management Bureau (LMB) registration (Applicable for Geodetic Total Station/ Engineer's Transit only)</li> <li>2. NAMRIA Registration and Calibration (Applicable for Real Time Kinematic).</li> </ol>				
<p>- Complete set of equipment per cluster a Real-Time Kinematic</p>	<p>100</p>			

(RTK) with complete Accessories, External radio, and Desktop Computer/ Laptop (with complete proof)				
- Complete set of equipment per cluster a Real-Time Kinematic (RTK) with complete Accessories (Internal), and Desktop Computer/ Laptop (with complete proof)	85			
- Complete set of equipment per cluster a Geodetic Total Station with Tripod and Prism/ Engineer's Transit with Tripod and Steel Tape, and Desktop Computer/ Laptop (with complete proof)	70			
- Incomplete sets of equipment per cluster/ Incomplete proof of ownership/ lease	0			
<b>Qualification of Key Personnel</b>				<b>40</b>
<b>A. Project Manager</b>			30	
1. Education		40		
- Licensed Geodetic/ Civil Engineer	100			
- College Degree (Bachelor degree in Geodetic/ Civil Engineering)	70			
- Undergraduate in Geodetic/Civil Engineering	50			
- Non-Degree Holder	0			
2. Work Experience for at least fifteen (15) years as project Manager in the field of Land Surveying supervision and Management		40		
- 20 years and above	100			
- 18 years but less than 20 years	85			
- 15 years but less than 18 years	70			
- Less than 15 years	0			
3. Relevant Training (related to		10		

land surveying)				
- 72 hours or more relevant training	100			
- 48 hours but less than 72 hours of relevant training	70			
- Below 48 hours of relevant training	0			
4. With exposure to Philippine Government projects relevant to the requirement		10		
- With government projects handled	100			
- None	0			
<b>B. Geodetic Engineer</b>			30	
1. Education		40		
- Licensed Geodetic Engineer	100			
- College Degree (Licensed Geodetic Engineer)	70			
- Undergraduate in Geodetic Engineering	50			
- Non-Degree Holder	0			
2. Work Experience for at least ten (10) years in the field of Land Surveying		40		
- 15 years and above	100			
- 10 years but less than 15 years	70			
- Less than 10 years	0			
3. Relevant Training (related to land surveying)		10		
- 48 hours or more relevant training	100			
- 24 hours but less than 48 hours of relevant training	70			
- Below 24 hours of relevant training	0			
4. With exposure to Philippine Government projects relevant to the requirement		10		
- With government projects handled	100			
- None	0			

<b>C. Instrument man</b>			20	
1. Education		40		
<ul style="list-style-type: none"> <li>- Licensed Geodetic/ Civil Engineer or Architect</li> <li>- College Degree (Bachelor degree in Geodetic/ Civil Engineer or Architect)</li> <li>- Undergraduate in Geodetic/ Civil Engineering or Architecture)</li> <li>- Non-Degree Holder</li> </ul>	<p>100</p> <p>70</p> <p>50</p> <p>0</p>			
2. Work Experience for at least five (5) years as instrument man in the field of Land Surveying		40		
<ul style="list-style-type: none"> <li>- 10 years and above</li> <li>- 8 years but less than 10 years</li> <li>- 5 years but less than 8 years</li> <li>- Less than 5 years</li> </ul>	<p>100</p> <p>85</p> <p>70</p> <p>0</p>			
3. Relevant Training (related to land surveying)		10		
<ul style="list-style-type: none"> <li>- 48 hours or more relevant training</li> <li>- 24 hours but less than 48 hours of relevant training</li> <li>- Below 24 hours of relevant training</li> </ul>	<p>100</p> <p>70</p> <p>0</p>			
4. With exposure to Philippine Government projects relevant to the requirement		10		
<ul style="list-style-type: none"> <li>- With government projects handled</li> <li>- None</li> </ul>	<p>100</p> <p>0</p>			
<b>D. Draftsman</b>			20	
1. Education		40		
<ul style="list-style-type: none"> <li>- Licensed Architect or Engineer of any field</li> <li>- College Degree (Bachelor degree in Architect or any Engineering courses)</li> <li>- Completed Drafting Vocational Course</li> <li>- Undergraduate in Bachelor degree in Architect or any Engineering courses and any Drafting Vocational Courses</li> </ul>	<p>100</p> <p>85</p> <p>70</p> <p>50</p>			

- Non-Degree Holder	0			
2. Work Experience for at least five (5) years as Draftsman		40		
- 10 years and above - 8 years but less than 10 years - 5 years but less than 8 years - Less than 5 years	100 85 70 0			
3. Relevant Training (related to drafting)		10		
- 48 hours or more relevant training - 24 hours but less than 48 hours of relevant training - Below 24 hours of relevant training	100 70 0			
4. With exposure to Philippine Government projects relevant to the requirement		10		
- With government projects handled - None	100 0			
<b>Note:</b>  Minimum of One (1) Team per Cluster. One (1) team composed of: Key Personnel: 1 Geodetic Engineer 1 Instrument man 2 Draftsman. Non Key Personnel: 1 Recorder 2 Surveying Aide  Project Manager shall handle the regions included in the said lot.				
<b>Current Workload</b>				<b>20</b>
<b>A. Current Project Workload (on-going projects)</b>			50	
- 0 to 1 - 2 - 3 and above	100 85 70			
<b>B. Financial Capacity (Current</b>			50	

<b>Asset – Current Liabilities)</b>				
- more than the ABC	100			
- 75 % - 100% of the ABC	85			
- 50% - 74 % of the ABC	70			
- below 50% of the ABC	50			
<b>Total</b>				<b>100</b>

\*\*\*The minimum score required to pass the Short Listing is **70 points**.

**Note:**

1. Based on the above criteria, the bidders shall be ranked according to their equivalent points.
2. Only the top **five (5) bidders** meeting the cut-off score of **seventy (70) points** shall be included in the shortlist.

**MEILROSE B. PERALTA, EdD**  
**BAC CHAIR**