



Republic of the Philippines
KALINGA STATE UNIVERSITY
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

Title	REQUEST FOR PROPOSAL			
Name of Contract	PROCUREMENT OF CONSULTANCY SERVICES FOR COMMUNITY-LEVEL EVALUATION AND ASSESTMENT OF RAIN-INDUCED LANDSLIDE SUSCEPTIBILITY (CLEARS)	RFQ No.	RFQ-CONS-2022-09-066	
Location of Contract	KALINGA STATE UNIVERSITY	Date	SEPTEMBER 2, 2022	
End-User Unit	COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY	Fund Cluster	TRF CY 2022	
Implementing Unit		ABC	PHP 86,400.00	
Period of Advertisement	SEPTEMBER 3-12, 2022 @ 10:00 AM	Mode of Procurement	HIGHLY TECHNICAL CONSULTANT (SEC. 53.7)	
Instructions 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 ten o'clock in the morning (10 am) of of September 12, 2022 (Monday) , in a sealed envelope to the business or e-mail address below and shall be opened on the same day at 10:01 am.			
Terms and Conditions	<ol style="list-style-type: none"> 1. All entries must be typewritten or legibly written. 2. Price validity shall be for a period of 30 calendar days. 3. The BAC shall conduct Eligibility Checking and Shortlisting based on a non-discretionary "pass/fail" criteria. During the Evaluation of Bids, Quality-Cost Based Evaluation (QCBE) procedure (collegial rating) shall be adopted using the following Shortlisting Criteria: 			
	Criteria	Maximum Points		
	1. Experience of the Firm The firm or its proposed Project Manager/Team Leader for the services to be procured 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.		35	
	<u>Cost as % of ABC</u>	<u>Points</u>		
	50% or more	35		
40% to <50%	25			
30% to <40%	15			
<30%	0			
2. Qualification of Key Personnel to be assigned to the Project The key personnel must meet the following requirements:		30%		
<u>Education</u>	<u>Points</u>			
Relevant Bachelor's Degree in IT or any relate fields, minimum requirement	1.0			
Relevant Master's Degree, additional point	1.0			
Relevant Doctor's Degree, additional point	4.0			
Relevant Publications and Training, additional point	4.0			
<u>Experience</u>	<u>Points</u>			
Similar to the services to be procured	10			
Related to the services to be procured	10			
3. Plan of Approach and Methodology		35%		
a) Clarity, feasibility, innovativeness and comprehensiveness of the plan approach b) Quality of interpretation of project problems, risks and suggested solutions				
To be eligible for inclusion in the short list, a consultant must obtain a minimum or passing total score of 60%, based on the following QCBE rating:				
Weights				
Quality (Technical Proposal)	Cost (Financial Proposal)	Total		
70	30	100%		
The following formula shall be used:				
S = (St x T%) + (Sf x F%)				





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Where:

S is the Total Score;
St is the Technical Score;
Sf is the Financial Score;
T is the weight given to the Technical Proposal; and
F is the weight given to the Financial Proposal.

Example:

Firm	Technical Proposal				Financial Proposal				Total Score		
	Ave. Score	x	Weight	=	Weighted Score	Score	x	Weight		=	Weighted Score
A	86	x	70%	=	60.2	100	x	30%	=	30	90.2

4. The filled-out RFP must be submitted by the prospective service provider together with the following Attachments:
 - a) **Eligibility/Technical Document**
 - i. **Valid PhilGEPS Registration Number**
 - ii. **CY 2022 Mayor's/Business Permit/BIR Certificate of Registration**
 - iii. **Professional License/ Curriculum Vitae (CV)**
 - iv. **Integrity Pledge for KSU Service Provider and AMO's valid Identification**
 - b) Financial Documents:
 - i. **Original of duly signed Financial Proposal**
5. The following are the Annexes:
 - a) **Annex A_ Terms of Reference (TOR) for the Project**
 - b) **Annex B_Sample of Bidding Forms for Consultancy Services** (The consultant may choose any applicable forms necessary for this project)
 - c) **Annex C_ Checklist for Eligibility, Technical and Financial Components**
 - d) **Annex D_ Omnibus Sworn Statement (Revised)**
 - e) **Annex E_KSU Service Provider Integrity Pledge and AMO's valid Identification**
6. The total price quoted is subject to withholding tax and payable check.
7. Contract Duration will cover three (3) months. The winning consultant shall start performing the services within three (3) working days upon receipt of Notice to Proceed.
8. 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 R.A. 9184.
9. 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.
10. 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.
11. During the Contract Duration, the winning external provider is expected to adhere with the Green Procurement Programs of government pursuant to EO No. 301 issued in 2004.
12. 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.

I hereby certify to comply with all the above Terms and Conditions.

 Name of Company/ Bidder

 Signature Over Printed Name of Representative

Prepared by/
 Contact Person :

RONALDO B. DALUPING
 BAC Secretariat, Procurement Management Office
 KSU Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga
 Tel No. (074) 627-5321/ procurementservice_bac@ksu.edu.ph

 Signature

Approved by :

ROMUALDO U. WACAS, PhD
 BAC Chairperson

 Signature

