

Republic of the Philippines
NATIONAL FOOD AUTHORITY
Central Luzon Regional Office
Cabanatuan City

REQUEST FOR QUOTATION

PROVISION OF CONSULTANCY SERVICES FOR THE CONDUCT OF
GEOTECHNICAL INVESTIGATION/SOIL EXPLORATION OF SITE FOR THE
CONSTRUCTION OF NFA-BATAAN PROVINCIAL OFFICE BUILDING IN
BALANGA, BATAAN

January 04, 2017

Sir/Mam :

Please quote your lowest offer and submit to NFA-CLRO, Cabanatuan City, on or before **January 13, 2017 at 10:00AM**, for the Provision of Consultancy Services for the conduct of Geotechnical Investigation/Soil Exploration of Site for the Construction of NFA-Bataan Provincial Office Building at NFA Compound located in Roman Highway, Balanga, Bataan.

The "Scope of Works" are as follows:

1. The Consultant/Contractor shall provide all the labor, instrument/equipment, materials, supplies, vehicles and bunkhouses, etc., necessary to perform satisfactorily the sub-surface exploration herein required to wit:
 - A. Field Works
 - B. Laboratory Testing
 - C. Soil Investigation and Preparation of Report
 - D. Geotechnical Evaluation Report
2. The Consultant/Contractor shall be held solely responsible for the result of this boring/drilling exploration and other activities specified on the Terms of Reference.

The supplier shall submit the following documents:

1. SEC/CDA/DTI Certificate of Registration, whichever is applicable;
2. Updated Mayor's Permit
3. 2015 Income and Business Tax Returns stamped "Received" by Bureau of Internal Revenue (BIR) or its authorized institution
4. Other Documents required:
 - Valid BRS-DPWH Accreditation Certificate
5. A copy of Job Order or any Contract of similar project
6. Bid Security
 - The prospective consultant/contractor may opt to use any acceptable forms of bid security which shall include the **Bid Securing Declaration (Annex A)**

A. Quotation Form (See attached)

Note: If submitted by an authorized representative, original copy of Special Power of Attorney (SPA) shall be submitted.

For further information the RBAC Secretariat may be contacted at Telephone No. 044-958-0142.

The National Food Authority reserves the right to accept or reject any bid, to waive any defects or informalities found therein, to annul or cancel the bidding process at any time prior to contract award, impose additional terms and conditions and accept the proposal most advantageous to the government without thereby incurring any liability to the affected bidder or bidders whatsoever.

SERAFIN M. MANALILI
Asst. Regional Manager/
RBAC Chairperson

QUOTATION FORM

TO : **MR. SERAFIN M. MANALILI**
Assistant Regional Manager/
RBAC Chairperson

Sir:

After having carefully read and accepted the terms and conditions as per attached **TERMS OF REFERENCE (TOR) FOR THE PROVISION OF CONSULTANCY SERVICES FOR THE CONDUCT OF GEOTECHNICAL INVESTIGATION/SOIL EXPLORATION OF SITE FOR THE CONSTRUCTION OF PROVINCIAL OFFICE BUILDING AT NFA COMPOUND IN ROMAN HIGHWAY, BALANGA, BATAAN**, I hereby submit my offer for the sum of _____

_____ (Php _____),
inclusive of 12 % VAT, for the scope of work indicated above.

Name/Address of Firm/Company

Telephone No. / Cellphone No. / e-mail address

Date

Annex A

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

BID-SECURING DECLARATION

Invitation to Bid/Request for Expression of Interest No.¹: *[Insert reference number]*

- 1 *Select one and delete the other.*
- 2 *Select one and delete the other. Adopt same instruction for similar terms throughout the document.*
- 3 *Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.*
- 4 *Select one and delete the other.*

To: *[Insert name and address of the Procuring Entity]*

I/We², the undersigned, declare that:

- 1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
- 2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
- 3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and
 - (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid⁴, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER’S AUTHORIZED REPRESENTATIVE]
[Insert signatory’s legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this __ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.
Witness my hand and seal this __ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____
Page No. ____
Book No. ____
Series of ____

Republic of the Philippines
NATIONAL FOOD AUTHORITY
Central Luzon Regional Office
Cabanatuan City

TERMS OF REFERENCE (TOR)

**SMALL VALUE PROCUREMENT FOR THE PROVISION OF CONSULTANCY SERVICES
FOR THE CONDUCT OF GEOTECHNICAL INVESTIGATION/SOIL EXPLORATION OF
THE LOCATION/SITE FOR THE CONSTRUCTION OF PROVINCIAL OFFICE BUILDING
AT NFA COMPOUND IN BALANGA, BATAAN**

I. RATIONALE/OBJECTIVE

The NFA management has approved the request of TRSD that the compulsory conduct of Sub-Surface Soil Bearing Test/Analysis for the sites of new proposed Infrastructure Projects be included in its design and approved by the management. This is in view of the changes in the weather conditions and earthquake intensity, and as a new requirement for a structure to withstand a 350kph wind velocity and a magnitude of 8.0 earthquakes. To effect the surface/ground preparation, it is necessary to hire the services of a consultant that will undertake the sub-surface test and provide results of the soil boring/soil investigation of the site for the construction of the Provincial Office Building at NFA Compound in Balanga, Bataan.

II. SUBJECT MATTER OF THE BIDDING

Provision of Consultancy Services for the Conduct of Geotechnical Investigation/Soil Exploration of the site for the Construction of Provincial Office Building at NFA Compound in Roman Highway, Balanga, Bataan.

The services that will be provided by the consultant/contractor shall be completed for a maximum period of seven (7) days, effective on the date specified in the Notice to Proceed.

III. PROJECT LOCATION

The Location pertaining to the contract of consultancy services for the conduct of geotechnical investigation/soil exploration is located at NFA Compound in Roman Highway, Balanga, Bataan.

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is One Hundred Thirty Thousand Pesos Only (P130,000.00) inclusive of government taxes and other levies.

V. MODE OF PROCUREMENT

Per approved RBAC Resolution No. INFR-BTN-15-110716 dated November 7, 2016, the contract for the provision of Consultancy Services for the conduct of Geotechnical Investigation/Soil Exploration of the site for the construction of NFA-Bataan Provincial Office Building, shall be procured by the NFA Region 3 Bids and Awards Committee (BAC) thru Negotiated Procurement under Section 53.9 of the Revised IRR of RA 9184 - **Small Value Procurement**.

VI. QUALIFICATION OF OFFERORS

The Small Value Procurement for the consulting services is open to all interested offerors, whether local or foreign, subject to the conditions for eligibility provided in Section 24.3 - "Eligibility Criteria for Consulting Services" of the Revised IRR of RA 9184.

VII. SCHEDULE OF ACTIVITIES

| ACTIVITY | DATE/TIME | VENUE |
|---|----------------------------|---------------------------|
| Posting and sending of Request for Quotation (RFQ) and Terms of Reference (TOR) to prospective offerors | January 05, 2017 | NFA-CLRO, Cabanatuan City |
| Deadline for the submission of the Request For Quotation (RFQ) and Documentary Requirements | January 13, 2017/ 10:00 AM | NFA-CLRO, Cabanatuan City |
| Opening of the Bid Offer and Determination of the LCB | January 13, 2017/ 10:05 AM | NFA-CLRO, Cabanatuan City |

VIII. ELIGIBILITY REQUIREMENTS

For purposes of determining the eligibility of bidders in accordance with Sections 24.4 and 24.5 of the Revised IRR of RA 9184, the following documents, in addition to the consultant’s Expression of Interest, must be submitted to the BAC Secretariat at NFA Central Luzon Regional Office, Cabanatuan City, not later than 10:00 AM of January 13, 2017:

Class "A" Documents

Legal Documents

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperative, or any proof of such registration;
2. Updated Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

Technical Documents

3. Statement of the prospective offeror of completed government or private contract/s, which is similar to the contract to be bid. (To be supported by a copy of Job Order or Contract)

Financial Documents

4. The consultant’s 2015 Income and Business Tax Returns, stamped “received” by the BIR or its duly accredited and authorized institutions.
5. Additional documents required:
 - Valid BRS-DPWH Accreditation Certificate

IX. SUBMISSION AND RECEIPT OF THE ELIGIBILITY REQUIREMENTS AND RFQ

1. The BAC Secretariat shall provide the Request for Quotation (RFQ) and Terms of Reference (TOR) to the prospective offeror/s upon payment of a nonrefundable fee of **P500.00**.
2. The consultants shall submit their offers through their duly authorized representative in two (2) separate sealed bid envelopes, simultaneously on or before 10:00 AM of January 13, 2017.
3. The first envelope shall contain three (3) sets of the Legal, Technical information and other documents required;
4. The second envelope shall contain three (3) sets of the financial information/documents indicating the offeror’s price quotation.
5. Offers submitted after the deadline shall not be accepted by the BAC.

X. BID SECURITY

1. All bids shall be accompanied by a bid security, payable to the procuring entity concerned as a guarantee that the successful bidder shall, within ten (10) calendar days or less from receipt of the notice of award, enter into contract with the procuring entity and furnish the performance security required in Section 39 of the Revised IRR of RA 9184. Failure to enclose the required bid security in the form and amount prescribed herein shall automatically disqualify the bid concerned.
2. The acceptable Bid Security shall be in any of the following forms:

| Form of Bid Security | Amount of Bid Security (Equal to Percentage of the ABC) |
|---|---|
| Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank | Two percent (2%) |
| Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. | Five percent (5%) |
| Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. | |
| Any combination of the foregoing | Proportionate to share of form with respect to total amount of security |
| Bid Securing Declaration* | No percentage required |

*A Bid Securing Declaration is an undertaking which states, among others, that the bidder shall enter into contract with the NFA and furnish the required performance security within ten (10) calendar days, or less, as indicated in the Bidding Documents, from receipt of the Notice of Award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.

XI. SCOPE OF WORK

The Consultant/Contractor shall provide all the labor, instruments/equipments, materials, supplies, vehicles and bunkhouses, etc., necessary to perform satisfactory the sub-surface exploration herein required to wit:

- A. Field Works
- B. Laboratory Testing
- C. Soil Investigation and Preparation of Report
- D. Geotechnical Evaluation Report

The Consultant/Contractor shall be held solely responsible for the result of this boring/drilling exploration and other activities under this **Terms of Reference**.

XII. DETAILED EXPLORATION REQUIREMENTS/SPECIFICATIONS

| A. FIELD WORKS | |
|-----------------------|--|
| 1.Location and Number | At least two (2) bore holes at different location as shown on the plan |
| 2.Depth of Borings | Fifteen (15) meters (minimum) depth below natural ground or five (5) meters in bedrock/hard strata |
| 3.Procedure | In sand, clay and silt materials, the bore holes shall be advanced by the wash boring method in between sampling |

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|---|---|
| | sections using the discharged chopping bits. Whenever necessary, N-size casings shall be utilized. The washed section shall be cleaned thoroughly before each sampling run ensuring, however, that the underlying soil is not disturbed. |
| | Sampling shall be done at one meter interval from the river bed to hard strata using 5.0cm. split spoon sampler. In a soft cohesive layers, undisturbed samples using thin walled tube samplers shall be obtained hydraulically. |
| | Core drilling shall be carried out by a diamond rotary drill method in gravelly or rock formation. Core samples shall be undertaken whenever solid formation is encountered. |
| | Cores shall be placed in core boxes arranged and labeled in accordance to depth as soon as these are extracted from the boreholes. |
| | Drilling and sampling procedures shall comply in accordance with ASTM Standards. |
| 4.Equipment | |
| a) Drilling Machine | The contractor shall utilized at least two (2) drilling machine and set them up at the project site. The drilling machine shall be in good working condition and shall be of such capacity as to maintain satisfactory progress of work. |
| b) Bits | The contractor shall have an ample supply of different types of bits to adapt to varying conditions. Bottom discharge and stepped bits shall also be available. |
| c) Core Barrels | Double tube swivel type core barrels in good condition and capable of obtaining maximum core recovery shall be used. |
| d) Casing | The contractor shall, at his own expense and responsibility, provide casings as required to ensure the stability of the borehole walls. The casing shall be at least of N-size and shall be in good condition. After a hole has been finished the casings shall be retrieved. |
| 7. Handling and Core of Samples | The contractor shall provide all the materials, equipment and labor necessary for preserving samples. |
| B. LABORATORY TESTING - The preparation of samples for testing shall be made in accordance with AASHTO. The following tests shall be made on samples obtained from boring, drilling. | |
| 1. Standard Penetration Test | The test shall be carried out through ordinary soil encountered to the depths specified above. Standard penetration test shall be performed using 5.0cm (2.0 in.) outside diameter split spoon sampler, driven by a 63.6 kg (140 lbs.) hammer falling 76.0 cm. (30 in.) at 1.50 meter interval or closer if necessary. |
| 2. Moisture-Density Rotation | This test method determines the relationship between the moisture content and the density of soils compacted in a mold. The contractor shall conduct this procedure according to ND T 99 or ND T 180. |
| 3. Bearing Capacity Test | The test method covers estimation of the bearing capacity of soil in place by means of field loading tests. This test method can be used as part of a procedure for soil investigation for foundation design. It gives information on the soil only to a depth equal to about two diameter of the bearing plate, and takes into account only part of the effect of time. |
| 4. Sieve Analysis | The contractor shall conduct this test in accordance with AASHTO T 27 and materials finer than No. 200 (75 µm) in accordance with ASSTHO T 11. The procedure combines the two test methods. Sieve analysis determines the gradation or distribution of aggregate particles within a given sample in order to determine compliance with design and production standards. Accurate determination of materials smaller than No.200 (75 |

| | |
|---|--|
| | <p>µm) cannot be made with ASSTHO T 27 alone. If qualifying these materials is required, it is recommended that ASSTHO T 27 be used in conjunction with ASSTHO T 11. Following ASSTHO 11, the sample is washed through a No. 200 (75 µm) sieve. The amount of materials passing this sieve is determined by comparing dry sample masses before and after the washing process. This procedure covers sieve analysis in accordance with ASSTHO T 27 and materials finer than No. 200 (75 µm) in accordance with ASSTHO T 11. The procedure includes two method choices, A and B.</p> |
| 5. Liquid Limit | <p>Liquid limit test shall be performed on materials passing the 0.425mm (#40) sieve. ASSTHO T 89 & T 90 27. There are two methods approved by ASSTHO, any of the two methods can be used by the contractor. Blow count must be within 22-28 blows. Liquid Limit is a calculation based on moisture content and number of blows to closure.</p> |
| 6. Soil Classification | <p>This standard classifies soil from any geographic location into categories representing the results of prescribed laboratory tests to determine the particle size characteristics, the liquid limit, and the plasticity index.</p> |
| | <p>There should be assigned group name and symbol(s) along with the descriptive information. Practice can be used to describe a soil to aid in the evaluation of its significant properties for engineering use. Engineering behavior of the soils must be seen.</p> |
| <p>C. SOIL INVESTIGATION AND PREPARATION OF REPORT - The soil investigation Report must be done by an accredited Geotechnical Engineer.</p> | |
| <p>D. GEOTECHNICAL AND EVALUATION REPORT - The Contractor shall prepare the geotechnical report & analysis in four (4) bound copies in a form and substance to be submitted to NFA-Central Luzon Regional Office in Maharlika Highway, Cabanatuan City within seven (7) calendar days upon receipt of the Notice To Proceed. The final report shall not be limited to the following:</p> | |
| a. | Field investigation and methodology |
| b. | Borehole Drilling and Sampling |
| c. | Laboratory Testing |
| d. | Final Boring Logs (BL) |
| e. | Final Laboratory Test Results (FLTR) |
| f. | Borehole Location Plan |
| g. | Soil Profile along structures showing boring/drilling logs |
| h. | Soil Liquefaction Investigation Report |
| i. | Soil Bearing Capacity |
| j. | Recommendations if called for such as type of measure/structure of work |

XIII. OTHER DATA TO BE SUBMITTED

A. Boring Logs

1. Job, boring, hole number, date, time, boring/drilling, foreman, supervisor
2. Weather Condition
3. Depth of boring at start of day
4. Water level in casing at start of day
5. Method of penetration and flushing system
6. Description of soil strata encountered
7. Depth of soil boundaries
8. Size, type and depth of samples and sample number
9. Type and depth of in-situ tests
10. Standard Penetration Tests Resistance, "N" value
11. Recovery ratios of samples

12. Detailed notes on boring/drilling procedure, casing sizes and resistance to driving, description of wash water or spoil from boring/drilling tools
13. Depth of boring at the end of the day
14. Other relevant information such RQD, percent core recovery, angle of friction etc.

B. Photographs

Photographs showing the borehole drilling and sampling at each proposed sites shall be taken by the Contractor and incorporated in the report. Photographs shall be taken at each borehole location depicting the following:

1. Equipment used
2. Core drilling operation
3. Water level operation
4. Performance of SPT and Shelby tube sampling
5. All cores in the core boxes, SPT and Shelby tube samples
6. Date photographs was taken

XIV. PERFORMANCE SECURITY

1. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a performance security prior to the signing of the contract.
2. The performance security shall be in an amount equal to a percentage of the total contract price in accordance with the following schedule:

| Form of Performance Security | Amount of Performance Security (Equal to Percentage of the Total Contract Price) |
|---|---|
| Cash or cashier's/manager's check issued by a Universal or Commercial Bank | Ten percent (10%) |
| Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. | |
| Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. | Thirty percent (30%) |
| Any combination of the foregoing | Proportionate to share of form with respect to total amount of security |

3. The performance security shall remain valid until the issuance of Certificate of Final Acceptance by the NFA- Central Luzon Regional Office in Cabanatuan City.

XV. AWARD AND IMPLEMENTATION OF THE CONTRACT

Contract award and implementation including the Notice to Proceed shall be in accordance with the applicable provisions of the Revised IRR of RA 9184. The contract shall be fixed price and any extension of contract time shall not involve any additional cost.

XVI. PAYMENT PROCEDURES

All payments shall be made at **NFA-Central Luzon Regional Office** subject to the usual accounting and auditing rules and regulations and in accordance with RA 9184. The NFA undertakes to pay the contractor the amount of the contract, inclusive of 12% VAT, and guarantees to pay on time for the actual services rendered upon submission of the applicable required supporting documents, to wit:

- A. Billing Statement and Letter Request for payment
- B. Notice of Award (photo copy)
- C. Notice to Proceed (photo copy)
- D. Contract Agreement (photo copy)
- E. Certificate of Completion

XVII. CONTRACT WORK SCHEDULE

The consultant’s contract period for undertaking the sub-surface exploration works including laboratory tests and submission of Test Results shall be seven (7) calendar days upon receipt of the Notice To Proceed.

XVIII. VENUE OF COURT ACTION

In case of litigation arising from the Contract, the winning Bidder shall pay NFA all forms of damages. The case shall be filed exclusively with the proper court in Quezon City.

XIX. RESERVATION CLAUSE

The National Food Authority, Region III 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.

RECOMMENDING APPROVAL:

REGIONAL BIDS AND AWARDS COMMITTEE:

ME-ANN C. CENON
Officer-in-Charge - Aurora/
Provisional Member

ADELAIDA C. NUESTRO
Provincial Manager - Bataan
End User

GENOVEVA V. VILLAR
Provincial Manager – Nueva Ecija/
Regular Member

JONATHAN D. YAZON
Provincial Manager - Zambales
Regular Member

RAFAEL V. MARASIGAN
Provincial Manager - Bulacan /
RBAC Vice-Chairperson/

SERAFIN M. MANALILI
Assistant Regional Manager/
RBAC Chairperson

APPROVED:

AMADEO B. DE GUZMAN
Regional Manager II/
Head of Procuring Entity