

REQUEST FOR PROPOSAL

REFERENCE NO.: **MR26-07-076**

We are inviting all interested consultancy firms to submit their best proposal for the **PROCUREMENT OF CONSULTING SERVICES TO CONDUCT FINAL INVENTORY OF COMPLETED, PARTIALLY COMPLETED AND REMAINING WORKS OF THE NDC INDUSTRIAL ESTATE (NDCIE) PROJECT LOCATED AT BRGY. LANGKAAN 2, DASMARIÑAS CITY, CAVITE:**

A. SCOPE OF WORKS

The Consultant shall provide all labor, equipment, materials and supplies, vehicles, etc. necessary to perform satisfactorily the ff:

1. Review of the Project's approved construction plans & drawings, specifications, Bill of Quantities (BOQ), Unit Price Analysis (UPA), Contractor's Statement of Work Accomplishment (SWA), survey/topographic plans, and other documents needed for the execution of the Works.
2. Coordination with NDC, former Contractor (WERR Corporation International), and former Construction Supervisor, for clarifications relative to performance of the Works, if any.
3. Conduct of inventory and inspection of the completed, partially completed, and remaining works and their corresponding project costs.
4. Preparation of detailed quantities and updated Statement of Work Accomplishment (SWA) with Gantt Chart and S-Curve, based on the results of the inventory and inspection. This work shall also include the conduct of Topographic Survey to be used as reference for the computation of completed volume of earthworks.
5. Preparation of a Construction Punch List of the defective/non-conforming works, and their corresponding estimated rectification costs based on current market prices.
6. Assistance to NDC during validation of the updated SWA and other reports by the Commission on Audit (COA), or by other concerned parties.
7. Assistance to NDC in settling differences, which may arise between the NDC and the Contractor in connection with the updated SWA and Construction Punch List, or arising out of the construction contract or the execution of the construction, except litigation and arbitration.

B. APPROVED BUDGET FOR THE CONTRACT (ABC)

Nine Hundred Thousand Pesos (P900,000.00), inclusive of VAT, shall be paid to the Consultant upon submission of the final documents.

C. DURATION OF CONTRACT

Twenty (20) calendar days from receipt of Notice to Proceed to undertake the services.

D. MINIMUM QUALIFICATION OF CONSULTANT

The Consultant must have completed at least five (5) similar projects within the last ten (10) years.

E. KEY PERSONNEL AND QUALIFICATIONS

The Consultant is expected to have at least the following Key Personnel:

POSITION	QUALIFICATION
Team Leader - 1	- Must have at least ten (10) years of experience as Project Manager in land development projects - Must have at least five (5) years of experience as an Estimator or Quantity Surveyor - Must be a Registered Civil Engineer. - MS or Doctorate degree is an advantage
Estimator/Quantity Surveyor - 2	- Must have at least five (5) years relevant experience as estimator/quantity surveyor in land development projects - Must be a Registered Civil Engineer - MS or Doctorate degree is an advantage
Engineering Assistant - 1	- Must have at least one (1) year relevant experience - Must be a graduate of Civil Engineering

The Consultant may hire a **Surveying Firm** with at least five (5) years of experience for the conduct of topographic survey to determine the earthwork-related accomplishments. Prior to its engagement with a Surveying Firm, the Consultant shall submit to NDC the company profile of the Surveying Firm, for validation of the firm's experience.

F. EVALUATION CRITERIA

Bids shall be evaluated using the Quality-Cost Based Evaluation (QCBE) procedure. The Technical and Financial Proposal shall be given weights of 70% and 30%, respectively. The criteria and rating system for the evaluation of the Technical and Financial Proposals are as follows:

G.1. Technical Proposal (70%)

- Quality of Personnel to be assigned – 50 points
- Experience and Capability of the Consultant/Consultancy Firm – 40 points
- Adequacy of the proposed methodology and work plan – 10 points

Item	Criteria	Max score
a.	Quality of Personnel to be Assigned	50 points
	1. Education	20.0

	Team Leader	10.0
	--Licensed Civil Engineer	(6.0)
	-- MS or Doctorate degree	(4.0)
	Quantity Surveyor 1	5.0
	-- Licensed Civil Engineer	(4.0)
	-- MS or Doctorate degree	(1.0)
	Quantity Surveyor 2	5.0
	-- Licensed Civil Engineer	(4.0)
	-- MS or Doctorate degree	(1.0)
	2. Training/seminar related to the job	5 points
	Project Manager	3.0
	--5 or more trainings/seminar related to the job	(3.0)
	--3-4 trainings/seminar related to the job	(2.0)
	--1-2 trainings/seminar related to the job	(1.0)
	Quantity Surveyor 1	1.0
	--3-4 trainings/seminar related to the job	(1.0)
	--1-2 trainings/seminar related to the job	(0.50)
	Quantity Surveyor 2	1.0
	--3-4 trainings/seminar related to the job	(1.0)
	--1-2 trainings/seminar related to the job	(0.50)
	3. Relevant Experience	25 points
	Project Manager	10.0
	Experience in Project Management of land development works	6.0
	--more than 7 years	(6.0)
	--with 5 to 7 years	(5.0)
	Experience in Estimating or Quantity Surveying	4.0
	-- more than 7 years	(4.0)
	--with 5 to 7 years	(3.0)
	Quantity Surveyor 1	7.5
	Experience in Estimating / Quantity Surveying	
	--more than 7 years	(7.5)
	--with 5 to 7 years	(6.0)
	Quantity Surveyor 2	7.5
	Experience in Estimating / Quantity Surveying	
	--more than 7 years	(7.5)
	--with 5 to 7 years	(6.0)
b.	Experience and Capability of the Consultant/ Consultancy Firm	40 points
	1. Similar and related projects	40.0
	--8 or more projects	(40)

	--7 to 8 projects	(38)
	--5 to 6 projects	(35)
c.	Adequacy of the proposed methodology and work plan in responding to the TOR	10 points
	1. Technical approach and methodology	5.0
	--Substance of the proposal as to plan of approach and interpretation of project problems and solutions.	(2.0)
	--Completeness of the proposal, compliance with mandatory requirements and no omission as to how any work shall be carried out as outlined in the Terms of Reference	(2.0)
	--Clarity of methods and approaches to be used, their soundness and practicality to Philippine condition	(1.0)
	2. Completeness and clarity of the proposal	5.0
	--Appropriateness of schedule and duration of activities for each of the project task/requirements.	(1.5)
	--Soundness and quality of work program/plan	(1.5)
	--Clarity of presentation/organization of the proposal.	(2.0)

A bidder must obtain a technical score of 60% in order to qualify.

G.2. Financial Proposal (30%)

G. Formula in Computation of Rating

Using the formula: $S_f = 100 \times FI/F$; Where:

S_f = Financial Score of the Financial Proposal under consideration

FI = Price of the lowest financial proposal

F = Price of financial proposal under consideration

H. REPORTS AND DELIVERABLES

The Consultant shall submit the following reports and deliverables:

1. Draft Final Report

The Consultant shall prepare the draft final report in three (3) bound copies to be submitted to NDC within fifteen (15) calendar days upon receipt of Notice to Proceed (NTP). The draft final report shall include, but not limited to the following:

- a. Updated Statement of Work Accomplishment,
- b. Updated Gantt Chart and S-Curve
- c. Construction Punch List and Estimated Costs
- d. Other relevant documents such as, but not limited to, detailed computation of quantities, topographic survey map, earthworks volume computation, illustration drawings, photos, etc.

2. Final Report

The Final Report shall be submitted within five (5) days after the review and approval by the NDC of Draft Final Report.

ELIGIBILITY REQUIREMENTS SHALL INCLUDE THE FOLLOWING:

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2025 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Omnibus Sworn Statement (Notarized and in accordance with GPPB NGPA Standard Forms downloadable at the GPPB Website)
5. Curriculum Vitae of the required Evaluation Team (Please refer to the format attached as ANNEX A.)

TECHNICAL PROPOSAL DOCUMENTS SHALL INCLUDE THE FOLLOWING:

1. Consultant's Organization and Experience (Brief Description of the background, organization, and general experience of the Consultancy Firm)
2. Summary of completed projects undertaken within the last five (5) years (Please refer to the format attached as **ANNEX B.**)
3. Certified True Copy of Certificate of Satisfactory Completion issued by the client for completed projects as follows:

Attach at least two (2) certificates of satisfactory completion for similar projects or related projects. One of which should have a contract cost equivalent to at least 50% of the ABC.

4. Technical Approach, Methodology, and Work Plan for Performing the Assignment
5. Team Composition, Task Assignments, and Summary of CV Information
6. Time Schedule for Key Personnel
7. Activity (Work) Schedule

FINANCIAL PROPOSAL DOCUMENTS SHALL INCLUDE THE FOLLOWING:

1. Financial Bid (Inclusive of Taxes)
2. Breakdown of Financial Bid (Rates of the personnel assigned as the Evaluation Team and Applicable Taxes)

SUBMISSION OF PROPOSAL AND REQUIRED DOCUMENTS: JULY 20, 2026

MODE OF PROCUREMENT: Small Value Procurement

Please submit your **proposal with the required documents specified above** in a sealed envelope labelled original copy at the address stated below:

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 8840-4862
Attention: BAC Secretariat

Project Reference Number: MR26-07-076

All prices should be inclusive of VAT and other applicable government taxes. Further, please indicate in the proposal the following:

1. Terms of Payment – As stated in the TOR
2. Delivery Period – As stated in the TOR

(signed)

AGM LEOPOLDO JOHN F. ACOT

Chairperson, Bids and Awards Committee

Note: See attached Annex A and B.

Format of Curriculum Vitae (CV) for the Proposed Professional StaffProposed Position: **e.g. Project Manager & Lead Evaluator**

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____

Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained using the matrix below]

School	Date attended	Degree Obtained

(Provide extra rows if needed)

Trainings/Seminar:

[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course title, dates attended using the matrix below].

Training	Date attended

(Provide extra rows if needed)

***Similar Position Held on Completed Projects:**

Similar Position Held	Project	Date undertaken	Location	No. of Years
Total				

(Provide extra rows if needed)

***Similar Position Held on Present Projects:**

Similar Position Held	Project	Date undertaken	Location	No. of Years
Total				

(Provide extra rows if needed)

***Similar Position as required in Terms of Reference.**

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Language	Proficiency

(Provide extra rows if needed)

Professional Regulation Commission (PRC) License, as applicable:

PRC License	License Number / Validity date

(Provide extra rows if needed)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, the undersigned commits to work for the Project once the contract is awarded to the firm which I work for.

_____ Date: _____

[Signature of staff member]

ANNEX B**Summary of Completed Projects**

Using the format below, provide a summary of the information on completed projects undertaken by the firm within the last ten (10) years. **(Include at least Five (5) years of experience in surveying firm similar to the projects, and attach at least two (2) certificates of satisfactory completion for similar projects or related projects. One of which should have a contract cost equivalent to at least 50% of the ABC)**

Project Name/Name of Contract	Name of Client	Location of the Contract / Client Location	Date of Award of the Contract	Start Date (Month/Year)	Completion Date (Month/Year)	Type and Brief Description of Actual Consulting Services	Consultant's Role (whether main consultant, subcontractor or partner in JV)	Amount of Contracts (In Php)	Contract Duration	Documents presented to validate completion or award to the proponent

Printed name and signature of authorized representative