

## REQUEST FOR PROPOSAL

### (Negotiated Procurement- Small Value Procurement)

#### HIRING OF CONSULTING SERVICES FOR DETAILED ENGINEERING DESIGN (DED) FOR THE REHABILITATION OF THE ELECTRICAL POWER SYSTEM OF THE THREE DSWD BUILDINGS OF THE FIELD OFFICE MIMAROPA

**(DSWD RFP-2023-02-0205)**

1. The Department of Social Welfare and Development MIMAROPA Region intends to apply the sum of **Five Hundred Thousand Pesos (Php 500,000.00)** being the **Approved Budget for the Contract (ABC)** as payment for the ***"Hiring of Consulting Services for Detailed Engineering Design for the Rehabilitation of Electrical Power System of the Three Buildings of DSWD Field Office MIMAROPA"***.

#### 2. The project aims to:

1. To conduct a formal and comprehensive evaluation of the entire electrical facilities of FO MIMAROPA
2. To evaluate potential electrical hazards and to recommend measures to prevent these hazards based on the recommendation of the outsourced services.
3. To acquire the most suitable, the most economical, and high-quality solution from technical professionals, such as Professional Electrical Engineers, in designing the required electrical supply system for FO MIMAROPA regional.
4. To acquire an electrical assessment report, electrical design drawings and layout, technical specifications, bill of quantities, cost estimates, and work schedule.
5. To take necessary measures and prepare all requirements of MERALCO necessary for the upgrading of the electrical power system of the three buildings of FO MIMAROPA in Malate, Manila.

#### 3. Competence and Qualifications

The Service Provider should be a size range small B and category (PCAB) license of at least C and D (if applicable).

The Service Provider's experience and capability should include its record in previous engagements and the quality of its similar and other projects. These include its relationship with previous and current clients and overall current work commitments. In rating a service provider on this criterion, the Bids and Awards Committee (BAC) ought to consider both the overall experiences of the firm and the individual experiences of the principal and key staff, including those experiences when the staff was employed by other service providers.

Prospective bidders are required to submit the following:

- Copies of Certificate of Project Completion and Acceptance or equivalent Certification from their previous related works in the implementation of the proposed projects.
- Company Profile
- Curriculum Vitae (CV) of key staff highlighting their relevant work experience.

Key Personnel	Qualifications
Project Manager	<p>Electrical Engineer / Professional with experience of at least three (3) contracts similar to the physical size, nature of works, complexity, methods and technology of the proposed project, preferably completed within the last five (5) years. The service provider shall be well-versed in designing electrical service connections with Meralco.</p> <p>Present proof of evidence that they are part of completed or ongoing infrastructure-related/consulting projects.</p>
Professional Electrical Engineer (PEE)	<p>With an experience in at least three (3) contracts similar to the physical size, nature of works, complexity, methods and technology of the proposed project, preferably completed within the last five (5) years. Present proof or evidence that they are part of completed or ongoing infrastructure-related/consulting projects.</p>
Registered Electrical Engineer (REE)	<p>With an experience of at least three (3) contracts similar to the physical size, nature of works, complexity, methods, and technology of the proposed project, preferably completed within the last five (5) years. Present proof or evidence that they are part of completed or ongoing infrastructure-related/consulting projects.</p>
Civil Engineer	<p>With an experience of at least three (3) contracts similar to the physical size, nature of works, complexity, methods, and technology of the proposed project, preferably completed within the last five (5) years. Present proof or evidence that they are part of completed or ongoing infrastructure-related/consulting projects</p>

#### 4. Scope of Works

➤ Functions/Responsibilities of Service Provider

1. Conduct a complete engineering assessment, and an investigation/study of the site prior to design.
2. Establish detailed electrical engineering design for the three buildings of FO MIMAROPA in Malate, Manila based on the conducted engineering investigation/study which shall be in accordance with the latest codes and standards as indicated in the following:
  - a) P. D. 1096 – National Building Code of the Philippines and Its Implementing Rules and Regulations
  - b) P. D. 1185 – Fire Code of the Philippines and Its Implementing Rules and Regulations
  - c) R. A. 184 – Philippine Electrical Code
  - d) R.A. 9184 – The Revised Implementing Rules and Regulations (IRR) (Government Procurement Reform Act)
  - e) Meralco Electric Service Application and upgrading requirements, as follows:
    - Electrical Plans signed and sealed by PEE (electrical general notes, Power Distribution System, Power and Line Layout, Riser Diagram, Electrical Load Schedule, Voltage Drop Calculation, list of loads, electrical analysis, single line diagram, location sketch, location of First Private Pole)
    - Layout of Service Entrance/First Private Pole Installation and location
  - f) Alternatively, other Standards may be employed, subject to the approval of DSWD MIMAROPA, including Codes from the Local Government Units
3. Responsible for revision of design per the recommendation of DSWD FO MIMAROPA in accordance with the requirements or standards and discuss the works to be done and the support needed from the End User without any additional cost
4. Acquire and identify all applicable lot boundaries that the FO has owned and/or covered by the proposed upgrading of the electrical system as the basis for verification by the Local Government Unit and MERALCO Field representative
5. Acquire a standard list of requirements from the Local Government Unit and MERALCO Service Unit

6. Provide soft copies of plans (CAD Format), scanned signed and sealed PDF, material specifications and detailed estimates; Provide Hard Copy as indicated in the deliverables.
- Output for Detailed Engineering Design per building, signed and sealed by a Registered Electrical Engineer or REE and/or Professional Electrical Engineer or PEE honored by the City Building Official Office (Hard and Soft Copies stored on a Flash Drive)
1. Signed Assessment report of the state of electrical design and scope of work necessary.
  2. Complete engineering plans and drawings, including:
    - Electrical general notes
    - Power Distribution System
    - Power and Line Layout
    - Riser Diagram
    - Electrical Load Schedule
    - Voltage Drop Calculation
    - List of loads
    - Electrical analysis: short circuit analysis
    - single line diagram
    - Location sketch
    - Location of First Private Pole
    - Design of new electrical powerhouse

Signed & sealed by PEE 20" x 30" Plans in the blueprint (13 sets per building total of 39 sets for 3 buildings) with thirteen (13) tracing papers and provide thirty-nine (39) sets of Signed and Sealed Photocopy of PRC license and PTR of PEE with three signatures.

Present the Existing electrical system condition and the Proposed electrical system considering proposed electric loads (building facility) and/or equipment to be installed in the future such as generating sets including Manual/Automatic Transfer Switch (MTS/ATS), water/motor pumps, passenger elevators (for midrise building), Automatic Fire Suppression System, etc. This is in consideration in designing the Main Circuit Breaker of the facilities for the upgrading of the MERALCO service connection

3. Thirteen (13) sets of Technical/Materials Specifications for the proposed Electrical System of every building
4. Thirteen (13) sets of detailed estimates/ bill of materials (itemized) for the proposed Electrical System of every building
5. Thirteen (13) sets of Construction Duration/Gantt Chart Schedules for the proposed Electrical System of every building
6. Standard list of requirements and Deliverables needed to be based on the standards from LGU and Meralco Service Unit for upgrading and rehabilitation of electrical system purposes

## 5. Other Provisions

1. All Services shall conform to the Specifications and shall be in accordance with the Best Quality of Workmanship and Methods, and to Laws and Ordinances of the Local Governing Body.
2. The service provider shall post the required amount of Bid Bond, Performance Bond and Warranty Bond necessary to ensure the Completion of the Project and warrants its performance against workmanship and quality of materials used in the implementation of the project.
3. DSWD FO MIMAROPA reserves the right to reject any or all bids and resort to any appropriate method of Procurement in the implementation of the project which is most advantageous to the government and in compliance to Republic Act 9184.
4. The Contractor shall submit the List of staff who will be commissioned for this Project. Once the contract is effective, any change introduced in the key personnel that is not agreed to by the Procuring Entity and is not for reasons of death, illness or incapacity of the individual personnel, during the first fifty percent (50%) of the contracted inputs of the said individual, shall result in the imposition of damages. Violators will be fined an amount equal to the refund of the replaced personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.
5. Staff of the service provider is not employees of the Department, there being no Employer-Employee Relationship between DSWD FO MIMAROPA and the Employees or Laborers of the Contractor. Thus, all Labor-related claims of workers particularly Salaries and benefits in connection with the implementation of the Project shall be done by the Consulting Firm.
6. Good Housekeeping shall be observed at all times by the service provider. Debris should be cleaned regularly and properly disposed of.
7. Any available Architectural and Engineering Drawings and other pertinent data shall be provided by DSWD FO MIMAROPA as basis for the service provider. However, the service provider should submit request to DSWD FO MIMAROPA before these documents will be submitted to them.
8. Consulting Firm to provide equipment, tools, and other consumables needed to complete the Ocular Inspection, As Found preparation, nondestructive structural testing, computer analysis and evaluation of the building.

9. DSWD FO MIMAROPA may, at any time, initiate changes within the general scope of services to be performed but this should be done in writing.

## 6. Accountabilities

The Administrative Division focal staff from the General Service Section will monitor the performance of the contractor based on the project proposal and Terms of Reference (TOR).

Where the service provider refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay the procuring entity for liquidated damages, an amount as provided for in the conditions of contract, equal to at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay. To be entitled to such liquidated damages, the procuring entity does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the service provider the contract and/or collect such liquidated damages from the retention money or other securities posted by the contractor whichever is convenient to the procuring entity

Where Construction Defects/Failures arise due to faulty and/or inadequate design and specifications as well as construction supervision, then the service provider who prepared the design or undertook construction supervision for the project shall be held liable;

Non-compliance with the terms and conditions stated in the Terms of Reference is grounds for termination of the Contract Agreement.

The Consultant and its project team shall be liable for any losses and /or damages to persons or property including properties of the private entities within DSWD premises due to the fault or negligence during the conduct of its works.

The Consultant and its project team hereto agree to be subjected to an on-the-spot search /inspection of the DSWD security guards on duty whenever entering and or leaving the premises.

This Terms of Reference will not in any way be construed as a contract for insurance against accident or damage. The Consultant must maintain insurance for its project team against all claims that it may be responsible

### I. Contract Duration and Schedule

The target implementation is **Thirty (30) calendar days** duration reckoned from the date of the Notice to Proceed (NTP). Any extension of contract time shall not involve any additional cost.

## **II. Terms of Payment**

1. Payment to the consultant/service provider shall be after the submission and completion of all the deliverables and outputs required for the project duly accepted by the end user.

2. The remaining 10% payment as a retention fee shall be covered by the warranty for the project and shall be released upon the expiration of the warranty period or upon substitution with a warranty bond which covers the 10% of the contract price effective for a period of one (1) year.

3. It is understood that all such payments are subject to standard operating requirements including inspection and acceptance of the works completed. All Progress Billing shall be supported with the following documentary requirements, as follows:

- Billing Statements/ Approved Letter of Request
- Statement of Work Accomplished (SWA) / Matrix of weight percentages accomplishment
- Affidavit that contractor complied with the Labor laws and regulations
- Clear updated pictures of project implementation with description especially on embedded items (progress photos – specify the location where the photos were taken on the approved plan)
- Photocopy of Vouchers of all previous payment
- Certified True Copy of Contract
- Certified True Copy of Notice of Award
- Certified True Copy of Notice to Proceed
- Certified True Copy of Performance Bond
- Certified True Copy of PERT/CPM
- Certified True Copy of Approved Extension or Suspension, if any

## EVALUATION CRITERIA

Item No.	Criteria	Score	Percentage	Total
<b>A.</b>	<b>Applicable Experience of the Consultant at least (5 years)</b>			
1	<i>Firm or Individual Professional Qualification</i>			100%
1.1	Must be operational /in professional practice for 5 years		50%	
	Above 5 years	100		
	3 to 5 years	70		
	below 3 years	50		
1.2	Must have at least 3 years in consulting experience		50%	
	Above 5 years	100		
	3 to 5 years	70		
	below 3 years	50		
<b>B.</b>	<b>Personnel Complement</b>			
1.	<i>Project Manager</i>			25%
a.	Education		20%	
	Licensed Professional Electrical Engineer	100		
b.	Experience with the Same Nature of Project		80%	
	Above 5 years	100		
	3 to 5 years	70		
	below 3 years	50		
2.	<i>Electrical Engineer</i>			25%
a.	Education		20%	
	Professional Electrical Engineer	100		
b.	Experience with the Same Nature of Project		80%	
	above 5 years	100		
	3 to 5 years	70		
	below 3 years	50		
3	<i>Electrical Engineer</i>			25%
a.	Education		20%	
	Registered Electrical Engineer	100		
b.	Experience with the Same Nature of Project		80%	
	above 5 years	100		
	3 to 5 years	70		
	below 3 years	50		
4.	<i>Civil Engineer</i>			25%
a.	Education		20%	
	Registered Civil Engineer	100		
b.	Experience with the Same Nature of Project		80%	
	above 5 years	100		
	3 to 5 years	70		
	below 3 years	50		
<b>C.</b>	<b>Current Workload for Ongoing and Completed Projects</b>			100%
	with more than 5 completed projects for the last five (5) years on electrical engineering design			70%
	with less than 5 completed projects for the last five (5) years on electrical engineering design			30%

The passing rate is **Seventy Percent ( 70%)**

7. The DSWD MIMAROPA now invites the interested company to submit the following:
  - a. Expression of interest
  - b. Company Profile (highlighting the years and experiences of the firm and proof of engagement)
  - c. Curriculum Vitae of the Key Personnel ( with proof of experience and training)
  - d. Financial Proposal (Annex A)

- e. Notarized Omnibus Sworn Statement
- f. BIR Certificate of Registration
- g. SEC/ DTI Registration
- h. PhilGEPS Registration
- i. Mayor's /Business Permit

7. Project Duration is **Thirty (30) Calendar Days**

8. The required documents shall be submitted at the address below or through email at [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph) not later than 5:00 PM on February 23, 2023.

**THE CHAIRPERSON**

Bids and Awards Committee  
c/o Bids and Awards Secretariat  
Administrative Division  
DSWD MIMAROPA Region  
1680 F. T Benitez cor Malvar Sts.,  
Malate, Manila  
Tel . No. (02) 5336-8107 local 24052

(ORIGINAL SIGNED)  
**GENELIZA Q . GABILAN**  
BAC Chairperson

**Annex A**

**Financial Proposal**

---

<b>Particulars</b>	<b>Quantity</b>	<b>Total Contract Price (including all applicable taxes , amount in Phil Peso)</b>
<b><i>Hiring of Consulting Services for Detailed Engineering Design for the Rehabilitation of Electrical Power System of the Three Buildings of DSWD Field Office MIMAROPA”.</i></b>		

Name of Company:\_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature:\_\_\_\_\_

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