



BIDS AND AWARDS COMMITTEE

REQUEST FOR PROPOSAL (RFP-2024-3-001)

The Provincial Government of La Union (PGLU), through the Bids and Awards Committee (BAC), hereby invites all interested consultants to quote their lowest price on the terms listed below, subject to the General Conditions stated herein, and submit the same along with their respective proposals on or before **10:00 a.m. of September 20, 2024.**

NAME OF PROJECT : **ENGAGEMENT OF SERVICE PROVIDER FOR ADVANCE OPEN DIVER COURSE**

LOCATION : City of San Fernando, La Union

APPROVED BUDGET FOR THE CONTRACT : **₱525,000.00**

TERMS OF REFERENCE:

I. BACKGROUND

The Provincial Government of La Union is a well-known tourist destination due to its pristine coastal water and other bodies of water that are regularly visited by local and international tourists. The progress and business opportunities for our province are also tied up with several challenges such as poor waste management affecting several bodies of water, which leads to water pollution and eventually contributes to more destructive effects of hydrometeorological hazards to humans. Other challenges are also ensuring the safety of our constituents and visitors. Drowning incidents are one of the most common incidents that we often monitor in our province every year. Majority of reported disaster related deaths as well as search and rescue and retrieval operations conducted for the past years are oftentimes associated with drowning incidents. One of notable drowning incidents required search, rescue and retrieval operations (SRR) with specializes open water divers due to the depth and cloudy waters making it difficult for the rescuers to conduct operations

II. OBJECTIVES

The proposed programs for the conduct of Advanced Open Water Scuba Diving aims to:

- a. Provide DRRM Personnel capability to fully assist or execute an emergency response to Hydro-Meteorological Hazards:
- b. To catalyze coastal resource management in every coastal LGU to a threshold that will expand province-wide

- c. Enable DRRM Personnel to extend their confidence and communicate well underwater for the proper execution of emergency response

III. SCOPE OF SERVICES AND EXPECTED OUTPUT

The scope of services for the engagement shall include the following:

Target Participants – Operations and Warning personnel from the Provincial Disaster Risk Reduction and Management Office and PG-ENRO of La Union who had undergone OPEN WATER SCUBA DIVING COURSE will be trained in Advanced Scuba Diving Training in order to level up their knowledge and skills in Environmental related diving activity and responding to water search, rescue, and retrieval.

Manner of Selection – Twenty-Six (26) from the Provincial Disaster Risk Reduction and Management Office and Four (4) from the Provincial Government - Environment and Natural Resources Office (PG-ENRO), who haven't undergone Open Water Scuba Diving Training will be trained in order to level up their knowledge and skills on responding or attending to any related emergencies or any water-related activities.

| | DURATION | # OF PARTICIPANTS |
|---------|-----------------|--------------------------|
| Batch 1 | 3 days / week | 10 pax |
| Batch 2 | 3 days / week | 10 pax |
| Batch 3 | 3 days / week | 10 pax |

DAY 1 to DAY 3

| TARGET DATE | ACTIVITIES | OUTPUT | OFFICE PERSON RESPONSIBLE |
|-------------------------------|----------------------------------------------------------------|--------------------------------------------------------|----------------------------------|
| October 2024 (Week 2) | Batch 1 - Conduct of Advanced Open Water Scuba Diving Training | Certified and Licensed Advanced Open Water Scuba Diver | PDRRMO, PG-ENRO, Instructor |
| November 2024 (Week 2) | Batch 2 - Conduct of Advanced Open Water Scuba Diving Training | Certified and Licensed Advanced Open Water Scuba Diver | PDRRMO, PG-ENRO, Instructor |

| | | | |
|-------------------------------|----------------------------------------------------------------|--------------------------------------------------------|-----------------------------|
| November 2024 (Week 3) | Batch 3 - Conduct of Advanced Open Water Scuba Diving Training | Certified and Licensed Advanced Open Water Scuba Diver | PDRRMO, PG-ENRO, Instructor |
|-------------------------------|----------------------------------------------------------------|--------------------------------------------------------|-----------------------------|

IV. BUDGETARY REQUIREMENTS

The approved budget is **FIVE HUNDRED TWENTY FIVE THOUSAND (Php525,000.00)**, inclusive of all applicable government taxes on a send-bill arrangement (Government Procedure).

| ITEM | QTY | UNIT | UNIT COST | TOTAL COST |
|---------------------------------------------------------------------------------------------------------------------|-----|------|-----------|---------------------|
| Training Fee <i>(Inclusive of Open Water Diver Course Manual, Training Materials, Certification and License)</i> | 30 | pax | 17,500.00 | 525,000.00 |
| GRAND TOTAL | | | | ₱ 525,000.00 |

V. RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Provide Advanced Open Water Scuba Diving course to the concerned PGLU personnel.
2. Adhere to the agreed scope of work/deliverables which were approved by the PGLU.
3. Provide reports consistent with the content of the approved scope of work/deliverables to the PGLU.
4. Provide certificates to the PGLU Advanced Open Water Diving participants upon completion of the training
5. Travel expenses and room accommodation of the Provider shall be at the expense of the service provider.
6. All information reviewed and recorded shall all be treated with strictest confidentiality.

VI. RESPONSIBILITIES OF THE PROVINCIAL GOVERNMENT OF LA UNION

1. The PGLU shall undertake all administrative and logistical requirements necessary ensure that the Advance Open Diver Course is carried out.
2. The PGLU, through the PDRRMO, shall oversee the program status and will provide the necessary personnel, data information, and other required resources related to the scope of work of the service provider.
3. The PGLU shall pay the Service Provider upon completion of Advanced Open Water Scuba Diving Training for each batch.
4. Provide the following logistical requirements for the Service Provider/s
 - Suitable venue and administrative support
 - Interprovincial Transportation

- Food for service provider and participants during sessions

VII. QUALIFICATIONS OF THE TRAINING PROVIDER

A pre-qualified/eligible training provider shall have a proven/good track record in providing specialized services in the conduct of Advanced Open Water Scuba Diving Training.

1. The Training Provider is eligible to conduct Advanced Scuba Diving Training with the following requirements:

- Brief background of the company;
- Curriculum vitae of the members;
- Certifying cards or certifications from respective certifying agency (PADI)
- Sample technical dive assessment reports
- PhilGEPS Certificate
- Mayor's Permit
- DTI/SEC Registration Certificate
- Notarized Omnibus Sworn Statement

2. Technical Rating

Below is the percentage for technical rating on the engagement of a Service Provider for the conduct of Advanced Open Water Scuba Diving Training.

| CRITERIA | | DOCUMENTS | RATING SYSTEM | | WEIGHT |
|----------|-------------------------------------------------------------------------------------|---------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------|--------|
| A. | Applicable Experience of the Service Provider | SEC or DTI Registration | 100% | More than 5 years in business or more | 15% |
| | | | 75% | 3-4 years in business | |
| | | | 50% | Less than 3 years in Business | |
| B. | Company's Completed Similar Projects in size and complexity within the last 5 years | Submitted Listed Contracts/ Service Provider References | 100% | More than 10 completed related contracts | 10% |
| | | | 80% | 8-9 completed related contracts | |
| | | | 50% | 5-7 completed related contracts | |
| | | | 20% | Less than 5 completed related contracts | |
| C. | Applicable Experience of the Service Provider | Curriculum Vitae | Lead | | 5% |
| | | | 100% | More than 5 related experience in conducting training as provided under Section III of the Terms of Reference | |
| | | | 80% | 4-5 related experience in Consultancy Services as provided under Section III of Terms of Reference | |
| | | | 50% | 2-3 related experience in Consultancy Services as provided under Section III of the Terms of Reference | |
| | | | 50% | Less than 2 related experience in Consultancy Services as provided under Section III of Terms of Reference or member has been | |

| | | | | | |
|----|---------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| | | | | sub-contracted particularly for the specific project | |
| | | | Member | | |
| | | | 100% | More than 5 related experience in Consultancy Services as provided under Section III of Terms of Reference | 5% |
| | | | 50% | Less than 5 related experience as a service provider as provided under Section III of Terms of Reference or member has been sub-contracted particularly for the specific project | |
| | | | Member | | |
| | | | 100% | More than 5 related experience as a Service Provider as provided under Section III of Terms of Reference | 5% |
| | | | 50% | Less than 5 related experience in Consultancy Services as provided under Section III of Terms of Reference or member has been sub-contracted Particularly for the specific project | |
| D. | Qualification of the Service Provider | Curriculum Vitae, Certified Copy of Diploma or Transcript of Records of Highest Educational attainment | Team Leader | | |
| | | | 100% | Any accredited course related to the project | 5% |
| | | | 50% | Any other related field and relevant certifications | |
| | | | Member | | |
| | | | 100% | Any accredited course related to the project | 5% |
| | | | 50% | Any other related field and relevant certifications | |
| | | | Member | | |
| | | | 100% | Any accredited course related to the project | 5% |
| | | | 50% | Any other related field and relevant certifications | |
| E. | Approach and Methodology | Submitted Description of the Methodology and Work Plan | E.1. Clarity of Proposed Methods and Approaches to be used including their feasibility, soundness, and practicability to site conditions. | | |
| | | | 100% | Exceeds the minimum requirement | 15% |
| | | | 66% | Meets the minimum requirement | |
| | | | 33% | Below is the minimum requirement | |
| | | | 0% | Does not meet the minimum requirement | |
| | | | E.2. Comprehensiveness to include a) completeness of activities as outlined in the TOR; b) logical sequence of activities; c) appropriate timing of the activities and; d) flexible enough so it can be modified easily as necessary. | | |
| | | | 100% | Exceeds the minimum requirement | 15% |
| | | | 66% | Meets the minimum requirement | |
| | | | 33% | Below is the minimum requirement | |
| | | | 0% | Does not meet the minimum requirement | |

| TECHNICAL SCORE | | | | 85% |
|-----------------|---------------|--|-----|--------------------------------------------------------------------|
| F. | Financial Bid | | 10% | Lowest Bid |
| | | | | Other Financial Score = Lowest Financial Bid/ Financial Bid x 100% |
| | | | | TOTAL |
| | | | | 100% |

**Passing Technical Score is 50%*

VIII. BID SUBMISSION

The instruction to Bidders shall be secured from the Bids and Awards Committee (BAC) which provides the instruction for the preparation of bid documents together with the procurement schedule.

The certifying body/ proponent, or bidder's fees shall be broken down by items as presented in the aforesaid Scope of Services. Bidding or procurement process through the Bids and Awards Committee (BAC) shall be in accordance with Republic Act No. 9184 or the Government Procurement Reform Act, and its Implementing Rules and Regulations.

IX. CONFIDENTIALITY CLAUSE

All documents and materials gathered and used in connection with this project are strictly confidential. In this regard, the service provider and all the members of his/her team, including those temporarily assigned, shall be required to sign, upon his/her engagement, a Perpetual Non-Disclosure Agreement, which shall form part of the Contract Agreement for Consultancy.

X. GENERAL CONDITIONS

Interested Consultants are required to submit together with the price quotation (Annex "A") the following:

1. Certified True Copy of Mayor's/Business Permit;
2. Certified True Copy of SEC or DTI Registration;
3. PhilGEPS Registration Number;
4. Company Profile;
5. Tax Clearance;
6. Net Financial Contracting Capacity (NFCC) Computation (Annex "B");
7. List of all ongoing government and private contracts (Annex "C");
8. List of all completed contracts similar in nature for the last 10 years (Annex "D");
9. Curriculum Vitae of Project Team (Annex "E");
10. Comments and Suggestions of the Certifying Body on the TOR (Annex "F");
11. Team Composition and Task (Annex "G");
12. Time Schedule for Professional Team Members (Annex "H");
13. Income/Business Tax Return; and

14. All pages of this "Request for Proposal" bearing the signature of the bidder at the right bottom corner of the page.

For further inquiries, please coordinate with **Ms. Berlyn B. Camba** at telephone number (072) 242-5550 loc. 249. The Quotation may be submitted through e-mail at philgeps_baclu@yahoo.com or delivered to the following address:

Bids and Awards Committee Secretariat

BAC Office, Ground Floor, Provincial Capitol, Brgy. II
San Fernando City, La Union

The PGLU reserves the right to reject any or all Proposals, to waive any minor defects therein, to annul the procurement process, to reject all Quotations at any time prior to contract award, without thereby incurring any liability to the affected Supplier/Consultant, and to accept only the offer that is most advantageous to the Government.

The PGLU assumes no responsibility whatsoever to compensate or indemnify the Supplier/Consultant for any expenses incurred in the preparation of their Quotation.



RESSIE A. ESTRELLA

Chairperson – Bids and Awards Committee

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
 Provincial Government of La Union
 Provincial Capitol, Aguila Road
 San Fernando City, La Union

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

| Item No. | Item Description | Quantity | Unit Price | Total Price |
|---------------------------------|---------------------------------------------------------------------|----------|------------|-------------|
| 1 | ENGAGEMENT OF SERVICE PROVIDER FOR ADVANCE OPEN DIVER COURSE | 1 lot | | |
| TOTAL (inclusive of VAT) | | | | |

(Amount in words):

The above-quoted prices are inclusive of all costs and applicable taxes.

Truly yours,

 Name/Signature of Representative

 Name of Company

 Contact No.

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year:

| | | Year 2023 |
|----|---------------------------|-----------|
| 1. | Total Assets | |
| 2. | Current Assets | |
| 3. | Total Liabilities | |
| 4. | Current Liabilities | |
| 5. | Net Worth (1-3) | |
| 6. | Net Working Capital (2-4) | |

B. The **Net Financial Contracting Capacity (NFCC)** based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (1-5)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC = P _____

Submitted by:

Name of Certifying Body

Signature of Authorized Representative

Date: _____

**FORMAT OF CURRICULUM VITAE (CV)
FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: _____
 Name of Firm: _____
 Name of Staff: _____
 Profession: _____
 Date of Birth: _____
 Years with Firm/Entity: _____ Nationality: _____
 Membership in Professional Societies: _____
 Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

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

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____

[Signature of staff member and authorized representative of the firm]

Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

REPUBLIC OF THE PHILIPPINES)

_____)

SUBSCRIBED AND SWORN to before me this _____ at _____.
 Affiant exhibiting to me his/her _____ as competent proof of identity.

Doc No. ____;

Page No. ____;

Book No. ____;

Series of 2024.

**COMMENTS AND SUGGESTIONS
OF THE SERVICE PROVIDER ON THE TOR**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be Provided by the Procuring Entity:

- 1.
- 2.
- 3.
- 4.
- 5.

TEAM COMPOSITION AND TASKS

| 1. Technical/Managerial Staff | | |
|--------------------------------------|----------|------|
| Name | Position | Task |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| 2. Support Staff | | |
|-------------------------|----------|------|
| Name | Position | Task |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

| | | | Days in the Form of a Bar Chart | | |
|------|----------|--------------------------|---------------------------------|---|--------------|
| Name | Position | Reports Due / Activities | 1 | 2 | |
| | | | | | Subtotal (1) |
| | | | | | Subtotal (2) |
| | | | | | Subtotal (3) |
| | | | | | Subtotal (4) |

Full-time: _____
 Reports Due: _____
 Activities: _____
 Duration: _____
 Location: _____

Part-time: _____

Signature: _____
 (Authorized Representative)

Full Name: _____
 Title: _____
 Address: _____