



Republic of the Philippines
Metro Roxas Water District
 MRWD Bldg., Km. 1, Roxas City 5800,
 Philippines
 Tel. # (036) 6210-737/ 6210-044/ 6215-474
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BIDS AND AWARDS COMMITTEE

Request for Expression of Interest NEGOTIATED PROCUREMENT HIGHLY TECHNICAL CONSULTANT No. 047 -2020

The **METRO ROXAS WATER DISTRICT (MRWD)**, through its Bids and Awards Committee (BAC), invites Consultants to submit Price Quotations for the hereunder project:

Name of Project: ENGAGEMENT OF SERVICES OF A HIGHLY TECHNICAL CONSULTANT
Location: METRO ROXAS WATER DISTRICT
Brief Description: ENGAGEMENT OF SERVICES OF A HIGHLY TECHNICAL CONSULTANT TO CONDUCT STUDY ON MRWD'S PROPOSED WATER SOURCE DEVELOPMENT
Approved Budget for The Contract (ABC): Php270,000.00
Source of Funds: MRWD CORPORATE BUDGET FOR FISCAL YEAR 2020
Mode of Procurement: NEGOTIATED PROCUREMENT HIGHLY TECHNICAL CONSULTANT
Delivery of Services: SIXTY (60) CALENDAR DAYS FROM RECEIPT OF PURCHASE ORDER
Payment Term: 30-45 CALENDAR DAYS AFTER COMPLETE RENDITION OF SERVICES

The schedule of activities is listed, as follows:

<i>Activities</i>	<i>Schedules</i>
1. Advertisement	June 3-10, 2020
2. Eligibility Check and Shortlisting	June 11, 2020 at 9:00 AM
3. Negotiation and Submission of Post Qualification Documents	June 15, 2020
4. Post Qualification of submitted documents	June 16-17, 2020
5. Approval of HoPE for Award	June 19, 2020

Note:

- MRWD shall deal only with legitimate bidder-consultant that has been issued a valid Mayor's Permit, PhilGEPS Registration Number and Professional License/ Curriculum Vitae appropriate under existing laws of the Philippines.
- Quoted proposal shall be inclusive of Value Added Tax.
- MRWD reserves the right to post-qualify any bidder-consultant and/or to reject any or all submitted quotations.
- Job Order shall be awarded to bidder-consultant garnering the highest percentage rating based on the MRWD criteria and rating system.
- Payment processing to commence only after inspection and acceptance by the End-User in accordance with MRWD Terms of Reference.
- Any quotation submitted after the deadline shall automatically be rejected and will not be accepted.
- The MRWD shall evaluate bids using the Quality-Cost Based Evaluation (QCBE). The MRWD shall allocate the Technical Proposal weighing Eighty Percent (80%) and Financial Proposal equivalent Twenty Percent (20%).

The set of criteria and rating system for shortlisting of prospective bidder consultant to be considered are the following:

Criteria	Percentage
A. <u>Technical Proposal</u>	
1. Specific project related experience and capability - 60%	80%
1.1 Years of Experience in water supply-----30 points	

MRWD Bids and Awards Committee

<ul style="list-style-type: none"> • 18 years and above -----30 pts. • 14 years to 17 years-----25 pts. • 10 years to 13 years -----16 pts <p>1.2 Number of projects undertaken related to water supply----<u>30 points</u></p> <ul style="list-style-type: none"> • 10 projects and above -----30 pts. • 6 to 9 projects-----25 pts. • 5 projects and below -----20 pts. <p>2. Educational Attainment-----10%</p> <ul style="list-style-type: none"> • Doctorate Degree Holder-----10 points • Multiple Master’s Degree Holder----- 10 points • Master’s Degree Holder-----7 points • Multiple Bachelors’s Degree Holder-----7 points • Bachelor’s Degree Holder-----5 points <p>3. Number of Training related to similar Project -----10%</p> <ul style="list-style-type: none"> • 10 and above -----10 pts. • 6 to 9 projects -----8pts. • 5 and below -----5 pts 	
<p>B. <u>Cost Proposal</u></p> <p>The lowest Financial Proposal (FI) shall be given a Financial Score (SF) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below:</p> <p>$Sf = 100 \times FI/F$</p> <p>Where:</p> <p>Sf is the financial score of the Financial Proposal under consideration,</p> <p>FI is the lowest Financial Proposal, and F is the Financial Proposal under consideration</p> <p>Total Technical Score is 100points. The minimum points required to pass is 60 points.</p>	20%
Total	100%

The MRWD Bids and Awards Committee reserves the right to accept or reject any bids, to waive minor informality in the quotations received, declare a failure of bid for any justified and reasonable grounds, and to recommend award of contract to the bidder-consultant whose bid, as evaluated by the BAC is the most advantageous offer for the District.

(Originally Signed)
ATTY. DANTE A. ARCANGELES
Chairperson

Address: **Metro Roxas Water District**
MRWD Bldg., Km. 1, Roxas City, Capiz

Contact Person: **Marjorie A. Dela Cruz**
Head, BAC Secretariat
Tel. No. 6210-737 or 6210-044 local 125
TeleFax No. (036) 6217-492 or 6217-382
marjorie.delacruz@metroroxaswd.gov.ph

Place(s) of Publication: PhilGEPS and MRWD Website (<http://metroroxaswd.gov.ph>), and MRWD BAC Bulletin Board.

METRO ROXAS WATER DISTRICT
Roxas City

Request For Quotation
PR No. 20-05-092
Date _____

Supplier's Name: _____
Address: _____
Telephone: _____
Email Address _____

Approved Budget for the Contract (A.B.C.) : 270,000.00

	DESCRIPTION	
Stock No.		Total
	Procurement of Highly Technical Consultant to Conduct Study on MRWD's Proposed Water Source Development	
	Note: Please refer to the enclosed Terms of Reference for the complete details	
	Financial Proposal (weighing 20%)	

Deadline of Submission: **June 10, 2020 @ 5:00PM**

Place of Submission: **MRWD Bldg., KM-1, Roxas City**

Place of Delivery: **MRWD Bldg., KM-1, Roxas City, Capiz**

Grand Total: _____

Delivery Period : **Within 60 Days upon receipt of P.O.**

Mode of Payment: **Progress Billing based on Payment Schedule**

Note:

Price Quotation must be VAT inclusive.

Requested by:

Price Quoted by:

(Originally Signed)

ATTY. DANTE A. ARCANGELES

Chairperson

Bids and Awards Committee

Bidder-Consultant signature over printed name

For inquiry please call the BAC Secretariat at Tel No. (036) 6210-044 local 125 or 6217-492

**TERMS OF REFERENCE AND PROCUREMENT OF HIGHLY
TECHNICAL CONSULTANT TO A CONDUCT STUDY ON MWRD's
PROPOSED WATER SOURCE DEVELOPMENT**

BACKGROUND:

1. The MRWD Board of Directors, through Resolution No. 12, series of 2020 has approved the MRWD supplemental budget of Three Hundred Thousand Pesos (Php300,00.00) to finance the hiring/engagement of Highly Technical Consultant (HTC) to assist the Management in the conduct of study/report evaluation on the status of its Water Supply and determine the various scheme for source development in order to meet the demand gap.
2. Part of TWG's recommendation is to conduct a highly and in-depth feasibility study; however, said proposal entails Millions of Pesos. Considering, that MRWD has readily available data incurred on previous Board's Instructions and brought about by previous studies made, hiring of an experienced and reliable Technical Consultant would be beneficial and would entail less cost to MRWD as well as accommodate the appropriated budget for the purpose.
3. The Terms of Reference (TOR) for hiring HTC was prepared by the Management thru the Management Services Division (MSD). Estimated budget for the procurement of the HTC is Three Hundred Thousand Pesos (Php300,000.00).
4. Procurement of a Technical Consultant shall be done thru negotiated procurement for highly technical services under RA 9184.

RECOMMENDATION:

The MSD recommends approval of the following:

5. Terms of Reference (TOR) for consultancy services of MRWD's proposed conduct of study/report evaluation on the status of its Water Supply and determine the various scheme for source development in order to meet the demand gap;
6. Procurement of consultancy services is thru negotiated procurement under RA 9184;
7. Budget for the contract amounting to Php300,000.00 for the whole Contract shall be taken from the Supplemental Budget as approved thru Resolution No. 12, Series of 2020.

Respectfully for your approval.

**TERMS OF REFERENCE AND PROCUREMENT OF HIGHLY
TECHNICAL CONSULTANT TO A CONDUCT STUDY ON MWRD's
PROPOSED WATER SOURCE DEVELOPMENT**

INTRODUCTION

The Metro Roxas Water District (MRWD) is continuously developing viable water sources to supply water for its service area.

Thus, MRWD intends to seek the expert advice of a consultant on viability of the project source development consultant who is already knowledgeable and familiar with the operations of MRWD or LWDs would be an advantage since the learning curve for understanding the latter's operation is short.

OBJECTIVE

The Consultant should provide the MRWD with technical, financial, and other advice in determining the best scheme in the source development. This may include alternatives and/or back-up plans after the assessment of its viability.

SCOPE OF CONSULTING SERVICES

The Consultant is expected to perform the following:

- a. Develop a set of evaluation parameters to determine the viability and/or feasibility of the new water source/s and alternatives or back-up plans after the assessment of viability;
- b. Propose the implementation schedule of activities of the new water source/s to be achievable;
- c. Prepare cost assumptions of the total expenses including treatment and delivery cost for reasonableness (or efficiency and prudence);
- d. Render an expert's advice on the reasonableness of the proposed project, water rights and permit proprietary claims, among others;
- e. Assist the MRWD Board of Directors on the findings and recommendations relative to the proposed project; and
- f. Submit a project assessment report on the overall assessment, findings and recommendations on the proposed project.

EXPERTISE REQUIRED AND QUALIFICATIONS OF INDIVIDUAL CONSULTANT

1. The Consultant should be familiar with the mandate and operations of MRWD or Local Water Districts.

2. Consultant should be licensed and engaged in the practice within the Philippines as a profession that is generally recognized as pertaining or related to the water industry.
3. Consultant must have at least fifteen (15) years of experience in water supply and/or resources technical studies, planning, development, and/or project implementation.
4. The Consultant may engage other experts, as well as support staff, to assist him/her, for his account provided that it is subject to great confidentiality and no disclosure clause.

DELIVERABLES AND TIMELINES

The deliverable reports should be set out the Consultant's approach, including the articulation of the overall requirement of the consultancy, the proposed methodology, program of works, timelines, and staffing requirements.

The Interim Report shall contain basically the substantial content of the Consultant's Report. It shall be commented on by MRWD. The comments of MRWD shall be addressed by the Consultant and changes due thereto shall be reflected in the Consultant's Project Assessment Report.

The Final Consultant's Project Assessment Report shall be the acceptable report in the form and number as required. A certificate of acceptance of the Consultant's Report shall be the basis for payment.

The following is the tentative schedule of submission, subject to the accepted Inception Report:

<u>REPORT</u>	<u>SUBMISSION DATE</u>
<i>Interim Report</i>	<i>Within two (2) months after Notice to Proceed</i>
<i>Final Consultant's Report</i>	<i>Two (2) weeks after receipt of MRWD's comments</i>

COST OF CONSULTING SERVICES

A Lump sum amount of Three Hundred Thousand Pesos (Php300,000.00), Philippine currency, will be the cost of this consulting engagement, inclusive of all applicable taxes.

PAYMENT SCHEDULE

<u>SUBMITTED REPORT</u>	<u>PERCENTAGE OF TOTAL</u>
<i>Interim Report</i>	45%
<i>Draft Consultant's Report</i>	45%
<i>Final Consultant's Report</i>	<u>10%</u>
	100%

REPORTING REQUIREMENT

The Consultant shall periodically coordinate with the General Manager progress updates on the engagement, direction, coordination and other related matters. If necessary, the Consultant may be required to attend meetings, and/or render consultation time from time to time.

The Consultant's Report shall be submitted in digital and printed formats. The printed report shall be hard bound in five (5) copies. The digital format shall be submitted both in editable and non-editable versions.

LOGISTICS AND ADMINISTRATIVE SUPPORT FROM MRWD

MRWD shall provide information/data in a timely manner, as requested by the Consultant.

SCOPE OF SERVICES

The Consultant shall:

1. Determine the water demand requirement of MRWD in the next five (5) years. Establish the demand gap of the water district.

2. Assess/evaluate the MRWD's existing capacity to meet the growing demand of its service covered areas.
3. Determine various schemes for source development to meet the demand gap of the water district.
4. Assist the water district in the preparation of the Terms of Reference (TOR) for the selected/approved scheme for source development and distribution.
5. Prepare the Consultant's Project Assessment Report and submit the same to the MRWD.

-end-

May 4, 2020

To: **ENGR. GONZALO GLEN B. DELGADO**
General Manager B

From: **MS. PAMELA HAZEL Z. BEDIONES**
Officer-In-Charge, Management Services Division

Subject: **Recommendation for the Terms of Reference and Procurement of a Highly Technical Consultant to Conduct a Study on MRWD's Proposed Water Source Development**

In view of Board Resolution No. 12, Series of 2020 dated February 24, 2020 authorizing the management to employ the services of a consultant to assist the Board and Management to come up with a decision relative to additional water supply for Metro Roxas Water District and appropriating funds thereof, the Management Services Division is hereby recommending the Terms of Reference for the said study.

Attached is a copy of the recommendation for your consideration and approval.

Thank you!

The Criteria for selection of highly technical consultant are as follows:

Technical Proposal ----- **80%**

1. Specific project-related experience and capability ----- 60%

1.1 Years of experience in water supply -----30%

- 18 years and above ----- 30%
- 14 years to 17 years----- 25%
- 10 years to 13 years ----- 20%

1.2 Number of projects undertaken related to water supply --- 30%

- 10 projects and above ----- 30%
- 6 - 9 projects ----- 25%
- 5 projects and below ----- 20%

2. Educational Attainment-----10%

- Doctorate Degree Holder-----20%
- Multiple Master's Degree Holder-----20%
- Master's Degree Holder-----15%
- Multiple Bachelor's Degree Holder-----15%
- Bachelor's Degree Holder-----10%

3. Number of Training related to similar project ----- 10%

- 10 and above -----20%
- 6 to 9 -----18%
- 5 and below -----16%

Financial Proposal ----- **20%**

The lowest Financial Proposal (FI) shall be given a Financial Score (SF) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below:

$$Sf = 100 \times FI/F$$

Where:

Sf is the financial score of the Financial Proposal under consideration,

FI is the lowest Financial Proposal, and

F is the Financial Proposal under consideration.

Total Technical Score is 100 points. The minimum points required to pass is 60 points.

Total: 100%