



Republic of the Philippines
CEBU NORMAL UNIVERSITY
Osmeña Blvd. Cebu City, 6000 Philippines

Office of the Bids and Awards Committee

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**REQUEST FOR EXPRESSION OF INTEREST FOR
Procurement of One Lot Consultancy Services for the Cebu Normal
University Land Use and Development Infrastructure Plan (LUDIP)**

Bid No. 23-02-102

1. The *Cebu Normal University*, through the *Special Trust Fund of 2023* intends to apply the sum of *TEN MILLION PESOS (₱ 10,000,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Procurement of One Lot Consultancy Services for Cebu Normal University Land Use and Development Infrastructure Plan (LUDIP)*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *Cebu Normal University* now calls for the submission of eligibility documents for the *Procurement of One Lot Consultancy Services for the Cebu Normal University Land Use and Development Infrastructure Plan (LUDIP)*.

The LUDIP shall contain the following:

1. *Campus Physical Planning framework, principles, and processes, including master development plans*
2. *Detailed geographical description and survey of the site occupied by the CNU, including all idle lands and campuses, branches or extension sites under the name of the CNU, other sites, and adjacent communities*
3. *Inventory of all existing facilities, buildings, and other infrastructure within the compound or areas occupied by CNU and other real estate assets*
4. *Cadastral Survey of land occupied by CNU, including detailed geographical descriptions of land disputes, natural and man-made hazards for climate change issues, zoning projections, and process flow of how these are approved and revised*
5. *A detailed description of the research core, academic core, residential areas covering both housing for faculty and staff, dormitories for students, and a detailed geographical description and survey of the sites for employees of CNU including the architectural design and estimated cost of construction (detailed engineering plan for staff housing and student dormitories) per campus*
6. *Detailed geographical description of land use for commercial, agricultural, fishery, forestry, and other activities, including open and recreational spaces, landscape features, and campus transportation system among others*
7. *Design and estimated the cost of construction, operation, and maintenance of other infrastructure needs of CNU (standard plan and detailed cost estimates for buildings of various heights - one-storey, two-storey, three-storeys, etc.)*

8. *Financial Plan including the conduct and submission of feasibility studies, sources of funds, income, loans, public-private partnership, and other financial schemes or arrangement.*

Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **March 17, 2023, 1:00 P.M.** at the *BAC Office, Room 203 2nd Floor Administration Building, Cebu Normal University, Osmeña Boulevard, Cebu City.* Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

Responsibilities of the Consultant

- a) *The Consultant shall be working under the supervision of the Planning and Development Office, which will be constituted by the University. All project activities shall be with consent especially if these will require the use of University facilities and mobilization of personnel and stakeholders.*
 - b) *It shall deploy personnel who will perform the required project tasks. Their names must be submitted to the PMT for approval of entry to the University premises as well as access to facilities. It shall shoulder the food, travel, accommodation, and other costs related to the deployment of its personnel to the University.*
 - c) *It shall shoulder all the necessary expenses pertaining to supplies, materials, and other resources in delivering/accomplishing the project outputs.*
 - d) *It shall conduct regular and special coordination meetings to ensure the smooth conduct of project activities.*
 - e) *The Consultant shall deliver results/outputs on time. It should find ways and means to address issues and concerns.*
 - f) *It shall document all meetings, agreements, and other activities related to the project activities for information to the Planning and Development Office. The documentation shall serve as references/evidence of the Process Documentation, which will be submitted at the end of the project.*
 - g) *It shall hold the Government free from any and all liabilities, suits, actions, demands, or damages arising from death or injuries to persons or properties, or any loss resulting from or caused solely by the Consultant incident to or in connection with the services under this TOR. The Consultant shall agree to indemnify, protect and defend at its own expense the Government and its agents from and against all actions, claims, and liabilities arising out of acts done solely by the Consultant or its staff in the performance of the services, including the use of, or violation of any copyrighted materials, patented invention, article or appliance.*
3. Interested bidders may obtain further information from *BAC Office, Room 203 2nd Floor Administration Building, Cebu Normal University, Osmeña Boulevard, Cebu City* and inspect the Bidding Documents at the address given below during **8:00AM – 5:00PM.**
 4. A complete set of Bidding Documents may be acquired by interested Bidders on **March 9 to April 17, 2023** from the above-stated address, *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos Only (₱ 10,000.00).*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of Cebu Normal University, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance

with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of *three (3)* prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

A. Technical Proposal (70%)

- a) Experience of the Consulting Firm
- b) Qualifications of key personnel involved
- c) Project Approach to be rated based on comprehensiveness, innovativeness, quality of the interpretation of problems and risks, and quality of suggested solutions
- d) Current workload relative to capacity

B. Financial Proposal (30%)

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.
7. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)*, procedure at a weight ratio of *70% for the Technical Proposal and 30% for the Financial Proposal*. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within *six (6) months and a separate three (3) months for review, comments, and decision-making by CNU and its stakeholders, the Commission of Higher Education-Technical Working Group, and the CNU Board of Regents*.
9. The *Cebu Normal University* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

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[March 6, 2023]



Dr. ANGELINE M. POGOY
BAC Chairperson

