



University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

INVITATION /REQUEST FOR SUBMISSION OF PRICE QUOTATION
Posted in PhilGEPS Webstie/Conspicuous Place at the Procureing Entity

The University of Science & Technology of Southern Philippines, through the Bids and Awards Committee (BAC) hereby invites interested parties to submit quotation for the procurement of the following item:

Reference No	Qty.	Unit	Specification/Description	Approved Budget for the Contract	Mode of Procurement
RFQ NP- HTC- 004- 2021	Please see details below	Please see details below	Negotiated Procurement of Production of Master Plan for Alubijid Techno Park.	₱150,000.00	Highly Technical Consultant - Section 53.7, Rule XVI, Revised IRR of RA 9184)

Deadline for the submission of quotation is on March 31, 2021 at 12:00 noon at the Procurement Unit, 2nd Floor, USTP Gymnasium building. You may submit your quotation through fax number 856-4696 / 856-1739 or through personal delivery in a sealed envelope.

The University of Science & Technology of Southern Philippines reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.


ATTY. KENNETH M. REMPIS
BAC I Chairman



University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

Date: March 26, 2021
Quotation No.: RFQ-NP-HTC-004-2020

Name of Project: Procurement of Production of Master Plan for Alubijid Techno Park.

The Manager

Cagayan de Oro City

Please quote your lowest price on the item/s listed below, subject to the general Conditions stated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than March 31, 2021 at 12:00 noon. Please enclosed in a sealed envelope.

Handwritten signature and stamp: ATTY. KENNETH M. KEMPIS, BAC II Chairman

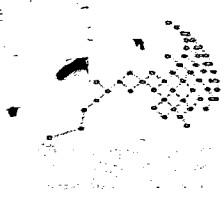
- NOTE: 1. DELIVERY PERIOD WITHIN 7 CALENDAR DAYS UPON RECEIPT OF PO.
2. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS
3. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED. (if applicable)
4. THE USTP RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS FOR ANY JUSTIFIABLE AND REASONABLE GROUND WHERE THE AWARD OF THE CONTRACT WILL NOT REDOUND TO THE BENEFIT OF THE GOP.
5. REQUIREMENTS: 1) PHILGEP'S REGISTRATION (PLATINUM MEMBERSHIP).

Table with 6 columns: ITEM #, QTY, UNIT, DESCRIPTIONS AND SPECIFICATIONS, APPROVED UNIT COST (php), UNIT PRICE. Row 1: 1, 1, lot, Master Plan Technical Editor (see attached TOR), 150,000.00, (blank).

Brand Name:
Delivery Period:
Price Validity:
After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Wabe-Master Plan
RFQ-NP-HTC-004-2021
Resolution No 113-2021
PR No. 124-2021

Printed Name / Signature
Tel. #./address/e-mail add
Date



**MASTER PLAN TECHNICAL EDITOR
TERMS OF REFERENCE (TOR)**

The University of Science and Technology of Southern Philippines (USTP) is requesting applications from a Master Plan Technical Editor to provide support to the S&T Park Master Planning Coordinator who leads the writing of the S&T Park (Alubijid/AGILA site) Comprehensive Master Plan in coordination with the Master Planning Project Team and the External Master Plan Reviewer.

I. BACKGROUND

The S&T Park Master Planning Project for the Alubijid/AGILA planning site is now gearing up to its final phase in the master planning process to generate all the needed outputs. The bigger bulk of the work in the Master Plan formulation is the actual writing of the Comprehensive Master Plan document. While this is being led by the Master Planning Project Coordinator/Chairperson with assistance from the Technical Support Associate and in collaboration with the Component Leads, all these individuals involved are internal to USTP who are also performing other roles and responsibilities in the University. Along this line, the Master Planning Project Coordinator who also serves as the Lead Writer greatly needs someone who can assist her until the Masterplan document is completed. Specifically, the support of a Master Plan Technical Editor is called for.

II. OBJECTIVE AND EXPECTED OUTPUT

The primary objective under this TOR is to engage the consultancy services of a Master Plan Technical Editor that will provide the needed support at the writing stage of the master plan formulation. The consultant's assistance and outputs are aimed to contribute to the efficiency of the processes involved and the quality of the writeup. For this purpose, he/she shall be under the direct supervision of the Master Planning Project Coordinator wearing her hat as the Lead Writer of the Masterplan and is expected to also work closely with the Technical Support Associate, as well as the CLUP Expert & External Master Plan Reviewer as the need arises.

III. SCOPE OF WORK

1. Integration of existing data and information into the agreed-upon outline or format for the masterplan.
2. Review of the sufficiency of information and identification of data gaps.
3. Editing of existing report narratives.
4. Drafting of additional narratives for report cohesion.
5. Participation in master planning session/s (not as a speaker or facilitator) when requested by the Master Planning Project Coordinator and integrate activity outputs, as necessary.
6. Ensure timely delivery of outputs/services based on deadline dates set by the Master Planning Project Coordinator

Note: Significant gaps in data and narratives shall be provided by the USTP

IV. **PROJECT DURATION:** Three (3) man months, with expected services to be delivered within five (5) months.

V. **PAYMENT:** Three (3) man months (3 months x P50,000 per month) spread over 5 months or until such time that the Client accepts the deliverable output/services relevant to the engagement.

Matrix of Payment Schedule

In consideration of the services provided based on the TOR, the Client shall pay the Consultant a total of Php 150,000.00 for three man-months (3 months x Php 50,000.00 per man-month) spread over five months or until such a time that the Client accepts the deliverable output/services.

The above professional fee is inclusive of Expanded Withholding Tax and shall be payable as per the following Schedule of Payment:

Tranche	Percent Payment	Amount
End of the 1 st month after the render of satisfactory services has commenced, as certified by the Direct Supervisor/Master Planning Project Coordinator representing the Client	33.3%	Php 50,000.00
End of the 3 rd month (of a 5-month duration involving 2 man-months consultancy engagement) as duly certified	33.3%	50,000.00
End of the 5 th month of satisfactory consultancy services as duly certified	33.3%	50,000.00
Total	100%	Php 150,000.00

VI. **QUALIFICATION CRITERIA:**

The Consultant shall be considered based on the following criteria:

- A. Expertise and Qualifications Required
- B. Relevant Work Experiences (completed works, etc.)
- C. Length of Professional Experience (at least 7 years)

VII. **CRITERIA FOR TECHNICAL EVALUATION**

A. Qualifications of the Consultant (40 points)

- i. Education
- ii. Related Trainings acquired
- iii. Relevant experience/ previous engagements related to the expertise requirement

B. Proposed Approach and Methodology (30 points)

- i. Substance of the proposal
- ii. Completeness of the proposal
- iii. Clarity of Methods and approaches


C. Quality of Sample Output from Previous Work (30 points)

Prepared and Submitted by:



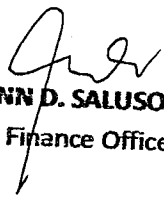
DR. MARIA NOELYN S. DANO
Master Planning Project Coordinator,
USTP S&T Park - Alubijid Planning Site

Recommending Approval:



ARCH. FERDINAND DUMPA
IPFDO Director, and Person-in-Charge, S&T Park - Alubijid

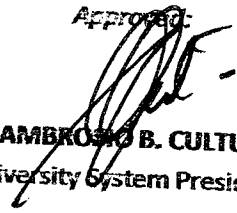
Funds Available:



CHERRY ANN D. SALUSOD, CPA
Authorized Finance Officer

₱ 150,000 -

Approved:



DR. AMBROSIO B. CULTURA II
University System President