



**PHILIPPINE NATIONAL OIL COMPANY
PNOC BLDG. 6, ENERGY CENTER, RIZAL DRIVE,
BONIFACIO GLOBAL CITY, TAGUIG CITY**

PHILIPPINE BIDDING DOCUMENTS

Project Title : **Land Surveying Consultancy of Various
PNOC Properties (Relocation Survey;
Relocation with as-built; Relocation and
Subdivision Survey; Leased Area Survey)**

REI No. : **2023-03-100**

TABLE OF CONTENTS

PART I

CHECKLIST OF ELIGIBILITY REQUIREMENTS	4
SECTION I. REQUEST FOR EXPRESSION OF INTEREST.....	5
SECTION II. ELIGIBILITY DOCUMENTS.....	9
SECTION III. ELIGIBILITY DATA SHEET	16
SECTION IV. ELIGIBILITY SUBMISSION FORMS.....	21

**Land Surveying Consultancy
of Various PNOC Properties
(Relocation Survey;
Relocation with as-built;
Relocation and Subdivision
Survey; Leased Area Survey)**

REI No.: 2023-03-100

PART I

Checklist of Eligibility Requirements

1. Eligibility documents Submission Form (Annex A)

Class “A” Documents

Legal Documents

2. Valid PhilGEPS Registration Certificate (Platinum Membership)(all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

3. Statement of Consultant’s Nationality (Annex B)
4. Curriculum Vitae for the Proposed Professional Staff (Annex C)
5. Statement of Completed Contracts (Annex D)
6. Certificate of Good Standing, Acceptance Report, Certificate of Satisfactory Service Rendered, or Any Proof of Satisfactory Completion of Completed Contracts
7. Statement of Ongoing and Awarded but Not Yet Started Contracts (Annex E)

Class “B” Document

8. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

*Section I. Request for Expression of
Interest*



PHILIPPINE NATIONAL OIL COMPANY

PNOB Building VI, Energy Center
 Rizal Drive, BGC, Taguig City
 Tel. No.: 789 – 7662
www.pnoc.com.ph
www.philgeps.gov.ph

REQUEST FOR EXPRESSION OF INTEREST

**Land Surveying Consultancy of Various PNOB Properties
 (Relocation Survey; Relocation with as-built; Relocation and
 Subdivision Survey; Leased Area Survey)**

Request for Expression of Interest No. 2023-03-100

1. The **PHILIPPINE NATIONAL OIL COMPANY. (PNOB)**, through the **2023 Approved Corporate Operating Budget** intends to apply the sum of,

Item No.	Description	Location	ABC
1	Relocation Survey (w/as-built on few pipeline/road)	Kananga, Leyte	PhP 500,000.00
	Relocation & Subdivision Survey (subdivision into 2 lots)		
2	As-built Survey (Lot & Buildings)	PNOB Staff House Compound, Lamao, Limay, Bataan	PhP 250,000.00
3	Relocation Survey	PNOB Industrial Park, Mariveles	PhP 380,000.00
	Leased Area Survey		
TOTAL			PhP 1,130,000.00

being the Approved Budget for the Contract (ABC) to payments under the contract for **Land Surveying Consultancy of Various PNOB Properties (Relocation Survey; Relocation with as-built; Relocation and Subdivision Survey; Leased Area Survey)**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

Note: Interested bidder/s may submit bids for one, two, or all of the items. The winning bidder/s shall be determined on a per item basis.

2. The **PNOB** now calls for the submission of eligibility documents for the **Land Surveying Consultancy of Various PNOB Properties (Relocation Survey; Relocation with as-built; Relocation and Subdivision Survey; Leased Area Survey)**. Eligibility documents of

interested consultants must be duly received by the BAC Secretariat on or before **April 18, 2023 (10:00AM)** at **PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

3. Interested bidders may obtain further information from the *PNOC Procurement Management Division* and inspect the Bidding Documents at the address given below during **working days from 8:00 AM to 5:00 PM**.
4. The Bidding Documents (Part 1) may be acquired on **April 11, 2023** by interested Consultants from the address below. Short Listed Consultants may only be allowed to acquire the Bidding Documents (Part 2) and drop their Technical and Financial Proposals upon payment of the applicable bidding documents fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Pesos (PhP1,000.00)**.

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

5. Opening of Eligibility Documents shall be on **April 18, 2023 (10:30AM)** at the given address below and/or via **Zoom**. Eligibility Documents shall be opened in the presence of the bidders’ representatives who choose to attend the activity. Late submissions shall not be accepted
6. 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 **top three (3)** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

a. <i>Years of Experience</i>	:	30%
b. <i>Qualification of Personnel</i>	:	40%
c. <i>Current Work load Relative to Capacity</i>	:	30%

7. 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 restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

8. The Procuring Entity shall evaluate bids using the **Quality - Cost Based Evaluation/Selection (QCBE/QCBS)** procedure. The weights to be allocated for the Technical Proposal is **Sixty Percent (60%)** and Financial Proposal is **Forty Percent (40%)**. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
9. The contract shall be completed within the following:

Description	Project Duration
Relocation, As-built, Leased Area Survey (Item I-A, II & III-A & B)	<ul style="list-style-type: none"> - Seventy five (75) calendar days (from receipt of Notice to Proceed until submission of relocation plans/field notes/report)
Relocation with Subdivision Survey (Item I-B)	<ul style="list-style-type: none"> - Seventy five (75) calendar days (from receipt of Notice to Proceed until submission of report and subdivision plan for conforme) - Additional twenty (20) calendar days (from LRA approval & release of the subdivision plan until submission to PNOC of the approved plan).

Note: The following instances shall not be set against the duration of completion.

- a. Compliance of Government/LGU requirement (survey permit/clearances), provided notice to PNOC in writing is submitted by the Consultant;
 - b. Issues affecting the conduct of actual survey works (resistance from informal settlers, adjoining lot owner/s, survey permitting/approval issues) provided notice to PNOC is submitted by the Consultant and PNOC validated the same; and
 - c. Period after submission of survey plan/report until conduct of on-site joint inspection/validation of survey work.
10. The **PNOC** 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.
11. For further information, please refer to:

The Secretariat
Bids and Awards Committee
Philippine National Oil Company
 G/F PNOC Bldg. 6, Energy Center, Rizal Drive,
 Bonifacio Global City, Taguig City
 Tel. Nos.: 8789 – 7757
 Fax Nos.: 8812 – 6041 / 8840 – 1440
 Email: cfc_melo@pnoc.com.ph / procurement@pnoc.com.ph
 Website: www.pnoc.com.ph / www.philgeps.gov.ph


ATTY. GRACIELA M. BARLETA
BAC Chairperson

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class “A” Documents –
Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation

of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;

- (c) be addressed to the Procuring Entity's BAC specified in the EDS;
- (d) bear the specific identification of this Project indicated in the EDS; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach

and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the EDS shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the EDS.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	<p>Consultant shall undertake the following:</p> <ol style="list-style-type: none"> 1. Undertake research of reference documents and computations using the available technical records and other relevant documents/records of the lot with the DENR/LRA, Assessor's Office, Registry of Deeds Office, pertinent to the subject property/ies to be surveyed, and those of adjoining properties that may be used for reference/validation purposes. 2. The consultant shall secure necessary survey permits or clearances from appropriate government agencies, e.g., LGU's, DENR, if necessary. 3. The consultant must coordinate with local authorities (Barangay) / adjoining lot owner/s for the schedule of relocation survey and explain the main purpose of the services to be undertaken. If assistance of LGU personnel is necessary during the actual survey work and/or when PNOC representative/s is required, the Consultant undertake to directly coordinate with the said LGU and PNOC for the set schedule. 4. Undertake actual relocation/structural survey to determine metes and bounds of property boundaries and the presence of illegal structures. 5. Submit land survey approach, work plan and its schedule with emphasis on the clarity, and comprehensiveness of the approach for the completion of the required land survey services which may include among others: <ol style="list-style-type: none"> a. Research and methodology for the completion of the required land survey; b. Run a control traverse covering the entire survey area in accordance with the standards of the Revised Manual for Land Surveys in the Philippines (MLSP); c. Establish Control Stations with the aid of Global Positioning System (GPS) and/or Electronic Total Stations, and reflect all necessary data in the corresponding traverse computations. d. Plot control points taken on the survey. e. Install concrete monuments as described/prescribed in the Revised MLSP or any acceptable markings for all boundary corners. 6. Submit separate survey plan indicating the location and estimated area/s of any encroachments by Government/Private entities and presence of structures located within the property.

	<p>7. Contractor to coordinate with PNOC Asset Management Department for the conduct of on-site joint inspection/validation of completed survey works (after submission of survey plan/s, field survey report). Work shall only be completed after the conduct of joint validation with PNOC representatives.</p> <p>8. Assist PNOC should there be a need to resolve boundary conflicts and/or other related concerns relative to the survey of the property/ies.</p> <p>9. Meet/Discuss with PNOC Asset Management Department personnel for further instructions prior to the research/commencement of the survey works.</p> <p>10. Other terms:</p> <p><u>For relocation and subdivision survey</u></p> <p>a. The contractor undertakes to segregate the portion expropriated based on the technical description and cause approval of the subdivision plan with the LRA.</p> <p><u>For relocation (with as-built)</u></p> <p>a. Identify and plot the areas with structures, industrial facilities, if any.</p> <p><u>For as-built plan of PSTC compound (with 2 two (2) –storey bldgs and five (5) other structures -guard house, warehouses, gen set & electrical closet)</u></p> <p>a. Plot the lot plan with as-built of building (2D) b. Plot as-built plan for buildings in isometric view (3D) c. As-built to include inside areas of the buildings</p> <p><u>For relocation survey:</u></p> <p>a. Identify the exact location of the properties based on the title and its technical description.</p> <p><u>For Leased area survey:</u></p> <p>d. Identify the 1.) actual risk contour areas and 2. its regular shape. e. Prepare the technical descriptions of the lot</p>
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<i>Acceptable proof of satisfactory completion of completed contracts, either of the following:</i>

	<p>a. <i>Certificate of Completion / Acceptance</i> b. <i>Official Receipt</i></p>																																
4.2	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.																																
(c)	<p><i>Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p>ATTY. GRACIELA M. BARLETA Chairperson Bids and Awards Committee Philippine National Oil Company G/F PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</p>																																
4.3 (d)	<p><i>Land Surveying Consultancy of Various PNOC Properties (Relocation Survey; Relocation with as-built; Relocation and Subdivision Survey; Leased Area Survey)</i></p> <p>Request for Expression of Interest No. 2023-03-100</p>																																
5	<p>The address for submission of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i></p> <p>The deadline for submission of eligibility documents is <i>April 18, 2023. (10:00 AM)</i></p>																																
8.1	<p>The place of opening of eligibility documents is <i>PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</i></p> <p>The date and time of opening of eligibility documents is <i>April 18, 2023. (10:30 AM)</i></p>																																
9.1	Similar contracts shall refer to particular land surveying services required.																																
9.2	<p><i>Detailed set of criteria and rating system to be used for the short listing of consultants.</i></p> <p>Criteria for Short Listing of Prospective Bidders (Land Surveying Consultancy)</p> <table border="1"> <thead> <tr> <th><i>Criteria</i></th> <th><i>Weight</i></th> <th><i>Units of Measure</i></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>I. Years of experience <i>(minimum - 5 years)</i></td> <td>30%</td> <td><i># of years</i></td> <td>x</td> <td>x</td> <td>x</td> <td>5</td> <td><i>Above 5</i></td> </tr> <tr> <td>II. Qualification of Personnel</td> <td>40%</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>A. General Qualification (Geodetic)</td> <td>20%</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<i>Criteria</i>	<i>Weight</i>	<i>Units of Measure</i>	1	2	3	4	5	I. Years of experience <i>(minimum - 5 years)</i>	30%	<i># of years</i>	x	x	x	5	<i>Above 5</i>	II. Qualification of Personnel	40%							A. General Qualification (Geodetic)	20%						
<i>Criteria</i>	<i>Weight</i>	<i>Units of Measure</i>	1	2	3	4	5																										
I. Years of experience <i>(minimum - 5 years)</i>	30%	<i># of years</i>	x	x	x	5	<i>Above 5</i>																										
II. Qualification of Personnel	40%																																
A. General Qualification (Geodetic)	20%																																

• Highest Educational attainment			Career education	x	x	x	Graduate	Other Courses /Post Grad
• Licensure (PRC) and other exams taken			# of license/s	x	x	x	Board passer	W/ other license/s
• Seminar/trainings attended			# of trainings /seminar	1	2	3	4	5 & above
B. Technical Qualification								
• Similar experience on similar project/s	10%		# of contracts completed	1	2	3	4	5 & above
• Related experience on related projects	10%		# of contracts completed	1	2	3	4	5 & above
III. Current workload relative to Capacity		30%						
• Number of Technical Personnel available for the project (Geodetic, Instrument Man, Survey aide)	10%		# of personnel	1-2	3	4	5	Above 5
• Completed Projects	10%		# of contracts completed	1	2-3	4 - 5	6-9	10 & above
• On-going Projects	10%		# of on-going projects	Above 5	4	3	2	1
Notes: 1. Rating from 1-5, 5 being the highest 2. Total score of 1.00 to 2.99 – failed; 3.00 to 5.00 – passed								

Section IV. Eligibility Submission Forms

Eligibility Documents Submission Form – ANNEX “A”	21
Statement of the Consultant's Nationality - ANNEX “B”	23
Format of Curriculum Vitaé of Proposed Professional Staff - ANNEX "C"	24
Statement of Completed Contracts - ANNEX "D"	26
Statement of Ongoing Contracts and Awarded But Not yet Started Contract - ANNEX "E"	27

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]* under *[Reference No.]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address
Email Address

STATEMENT OF THE CONSULTANT'S NATIONALITY

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In compliance with the requirements of the **Philippine National Oil Company**, for the **[Project Title]** under **[Reference No.]**, I/We hereby declare the following:

1. [Select one and delete the rest]

[If domestic entity bidder] That (Name of Bidder) is a domestic *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the Philippines;

[If foreign entity bidder] That (Name of Bidder) is a foreign *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the (Name of Country);

[If foreign entity bidder] That (Name of Bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel (*Annex/es _____*); and

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____

Email Address: _____

Contact Nos: _____

ANNEX “C”

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position						
Personal Information						
Name of Staff						
Address			Contact No.		Email Address	
Date of Birth		Citizenship		Civil Status		
<i>Project Experience (start from the current employment, add rows if necessary) Similar and Related to the Project</i>						
EMPLOYER (AGENCY / COMPANY NAME) (Write in Full)	CLIENT (COMPANY NAME) (Write in Full)	PROJECT TITLE With Brief Project Description (Write in Full)	PROJECT DURATION (MM/DD/YYYY)		POSITION TITLE (Write in Full)	DETAILED JOB DESCRIPTION
			START	END		
<i>Relevant Training (start from the most recent, add rows if necessary)</i>						
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by	
	From	To				
<i>Education (start from the most recent, add rows if necessary)</i>						
School	Inclusive Dates		Degree Course (Indicate if Completed)	Scholarships / Academic Honors Received		
	From	To				

Technical Expertise	
Database	
Operating Systems	
Application Software	
Professional Licenses, Certificates, Other Credentials	
Title	Date Received

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: _____
[Printed Name and Signature of staff member] *MM/DD/YYYY*

CERTIFIED CORRECT:

_____ Date: _____
[Printed Name and Signature of authorized representative of the firm] *MM/DD/YYYY*



PHILIPPINE NATIONAL OIL COMPANY
 Asset Management Department
 PNOC Building 6, Energy Compound, Rizal Drive, BGC, Taguig City

Project: LAND SURVEYING CONSULTANCY OF VARIOUS PNOC PROPERTIES

(relocation survey; relocation with as-built; relocation and subdivision survey; leased area survey)

Location: Kananga Leyte and Limay & Mariveles, Bataan

Justification: The Philippine National Oil Company (PNOC), shall engage services of an independent licensed Geodetic Engineer and/or land surveying company owned by a licensed geodetic engineer/s, to undertake land survey for purposes of determining the location and boundary of the lots; Subdivision survey for titling, as-built plan for structures/facilities, found within the lot, if any; leased area survey and generally to keep update on the development within the lots.

Terms of Reference:

A. Description of properties and manner of submitting bid/s:

The properties for land survey are divided into Three (3) Items based on the location of the properties and the services required as described in Annex "A".

Interested bidder may submit bids for one, two or all of the items. The winning bidder/s shall be determined on a per item basis.

B. Project Duration:

Completion

Relocation, As-built, Leased Area Survey (Item I-A, II & III-A & B)

- **Seventy five (75) calendar days**
 (from receipt of Notice to Proceed until submission of relocation plans/field notes/report).

Relocation with Subdivision Survey (Item I-B)

- **Seventy five (75) calendar days** (from receipt of Notice to Proceed until submission of report and subdivision plan for conforme).
- **Additional twenty (20) calendar days** (from LRA approval & release of the subdivision plan until submission to PNOC of the approved plan).

Notes: The following instances shall not be set against the duration of completion.

1. Compliance of Government/LGU requirement (survey permit/clearances), provided notice to PNOC in writing is submitted by the Consultant;
2. Issues affecting the conduct of actual survey works (resistance from informal settlers, adjoining lot owner/s, survey permitting/approval issues) provided notice to PNOC is submitted by the Consultant and PNOC validated the same; and
3. Period after submission of survey plan/report until conduct of on-site joint inspection/validation of survey work.

C. Scope of Work:

1. Undertake research of reference documents and computations using the available technical records and other relevant documents/records of the lot with the DENR/LRA, Assessor's Office, Registry of Deeds Office, pertinent to the subject property/ies to be surveyed, and those of adjoining properties that may be used for reference/validation purposes.
2. The consultant shall secure necessary survey permits or clearances from appropriate government agencies, e.g., LGU's, DENR, if necessary.
3. The consultant must coordinate with local authorities (Barangay) / adjoining lot owner/s for the schedule of relocation survey and explain the main purpose of the services to be undertaken. If assistance of LGU personnel is necessary during the actual survey work and/or when PNOC representative/s is required, the Consultant undertake to directly coordinate with the said LGU and PNOC for the set schedule.
4. Undertake actual relocation/structural survey to determine metes and bounds of property boundaries and the presence of illegal structures.
5. Submit land survey approach, work plan and its schedule with emphasis on the clarity, and comprehensiveness of the approach for the completion of the required land survey services which may include among others:
 - f. Research and methodology for the completion of the required land survey;
 - g. Run a control traverse covering the entire survey area in accordance with the standards of the Revised Manual for Land Surveys in the Philippines (MLSP);
 - h. Establish Control Stations with the aid of Global Positioning System (GPS) and/or Electronic Total Stations, and reflect all necessary data in the corresponding traverse computations.
 - i. Plot control points taken on the survey.
 - j. Install concrete monuments as described/prescribed in the Revised MLSP or any acceptable markings for all boundary corners.
6. Submit separate survey plan indicating the location and estimated area/s of any encroachments by Government/Private entities and presence of structures located within the property.

7. Contractor to coordinate with PNOC Asset Management Department for the conduct of on-site joint inspection/validation of completed survey works (after submission of survey plan/s, field survey report). Work shall only be completed after the conduct of joint validation with PNOC representatives.
8. Assist PNOC should there be a need to resolve boundary conflicts and/or other related concerns relative to the survey of the property/ies.
9. Meet/Discuss with PNOC Asset Management Department personnel for further instructions prior to the research/commencement of the survey works.
10. Other terms:

For relocation and subdivision survey

- b. The contractor undertakes to segregate the portion expropriated based on the technical description and cause approval of the subdivision plan with the LRA.

For relocation (with as-built)

- b. Identify and plot the areas with structures, industrial facilities, if any.

For as-built plan of PSTC compound (with 2 two (2) –storey bldgs and five (5) other structures -guard house, warehouses, gen set & electrical closet)

- a. Plot the lot plan with as-built of building (2D)
- b. Plot as-built plan for buildings in isometric view (3D)
- c. As-built to include inside areas of the buildings

For relocation survey:

- a. Identify the exact location of the properties based on the title and its technical description.

For Leased area survey:

- d. Identify the 1.) actual risk contour areas and 2. its regular shape.
- e. Prepare the technical descriptions of the lot

D. Other terms and conditions:

1. Expenses for research, representation, transportation, food and lodging costs shall be for the account of the contractor/consultant. Fees with LRA to secure approval of the subdivision plan is also for the account of the contractor.
2. Bid/s must be inclusive of all taxes applicable.

E. Deliverables:

For Relocation Survey w/ as-built (Item No. I-A):

1. Two (2) original sepia copies of the relocation plan with vicinity map duly signed and sealed by the geodetic engineer and two (2) blue print copies.

2. Two (2) copies each of the relocation plan, reduced in A3, A4 paper size.
3. One (1) original sepia copy of relocation plan (w/ as-built - details of structures present such: road lot, pipeline, electric pole and admin building, if any) and one (1) blue print copy of the same.
4. Two (2) copies of relocation plan (with as-built) reduced in A3, A4 sizes.
5. Field notes, lot data computations, and narrative report (field survey report) of the survey undertaken with descriptions of the location of the boundary monuments of the property and the control points used in the survey.
6. Photographs covering the property, location of corners/installed monuments.
7. Two (2) electronic copy of the plan/s and maps (CAD/ PDF files and KMZ files).

For relocation and subdivision survey (Item No. I-B)

1. Two (2) original sepia copies of subdivision plan duly approved by LRA.
2. Two (2) blue print copies of subdivision plan duly approved by LRA.
3. Original copy of technical description approved by LRA.
4. Field notes, lot data computations, and narrative report (field survey report) of the survey undertaken with descriptions of the location of the boundary monuments of the property and the control points used in the survey.
5. Photographs covering the property, location of corners/installed monuments.
6. Two (2) electronic copy of the plan/s and maps (CAD/ PDF files and KMZ files).

For as-built survey of PSTC compound (Item No. II)

1. Two (2) original sepia copies of the lot plan with vicinity map duly signed and sealed by the geodetic engineer and two (2) blue print copies of the lot plan.
2. Technical description of the lot for registration purposes.
3. As-built plan of buildings – isometric view (3D) (signed by Civil Engineer)
4. As-built plan 2D for all buildings (signed by Civil Engineer)
5. Lot plan with as-built of buildings (signed by Geodetic Engineer)

For relocation survey (Item No. III-A):

1. Two (2) original sepia copies of the relocation plan with vicinity map duly signed and sealed by the geodetic engineer.
2. Two (2) blue print copies of the relocation plan with vicinity map duly signed and sealed by the surveyor/geodetic engineer.

For leased area survey (Item No. III-B):

1. Two (2) original sepia copies of land leased areas;
2. Two (2) blue print copies of land leased areas.
3. Original copy of the technical description of the leased area.

F. Terms of Payment of Services Rendered:

1. One-time payment (for item/s contracted) after completion of survey works and site validation.
2. Payment shall be made upon submission of all required deliverables, billing statement and issuance by PNOC of the Certificate of Completion of Services rendered.

Notes: In case land surveying was not completed for reason beyond the control of both parties (resistance from third party/ies, if any, incomplete documents to secure approval), progressive payment shall be applied after submission by the contractor of the report and itemized cost with available receipts, and approval of PNOC.

G. Qualification of the land surveyor / surveying companies:

1. **For Land Surveyor (Single firm)** – Must be a licensed Geodetic Engineer with valid license issued by Philippine Regulation Commission (PRC); with firm duly registered with the Department of Trade and Industry (DTI). Said land surveyor will lead in the actual survey works. Curriculum Vitae of the Geodetic Engineer is required with complete data of education, trainings and work experience completed as land surveyor.
2. **For Land Surveying Companies/partnership/association** – Should be owned/formed by a licensed Geodetic Engineer and in the business of land surveying services who will lead and/or supervise the actual survey work. Must be duly registered with the Securities and Exchange Commission (SEC). Curriculum vitae of the Geodetic Engineers are required with complete data of education, trainings and work experience completed as land surveyor.
3. Have at least five (5) years of experience in land surveying services both for a.) Land surveyor (firm); and b.) Land surveying companies/partnership/association and its Geodetic Engineers.

Definition of land surveying services – *is the detailed study or inspection, as by gathering information through observations, measurements in the field, or research of*

legal documents, and data analysis in the support of planning, designing, and establishing of property boundaries.

Definition of similar project/contracts – *refers to particular land surveying services required.* Definition of related project/contracts – *refers to all other types of land surveying services.*

4. Have the necessary survey equipment - Real-Time Kinematic (RTK) surveying apparatus, tools and other survey equipment.
5. Bidder to submit a.) list of various land surveying services completed for the last five (5) years, with details of amount of contract, duration and certification/proof of completion and contact person; b.) list of on-going contract/s (government & private, if any); and c.) awarded contract/s but not yet started.
6. Have the capacity to supply experienced key personnel (*Geodetic Engineer, Instrument Man, Survey Aid/assistance*) to assist in the actual survey work. Submit the list of number of survey/key personnel to be assigned to the contract to be bid, with their complete qualification, education, years of experience in land survey works and trainings undertaken.
7. Have the capacity to shoulder in advance the necessary expenses for: research, mobilization, transportations and lodging.

Item No. I-A & I-B – For Relocation and Relocation & Subdivision Plan

Location	TCT No.	Area (sqm)	Plan No.	Lot No.	Remarks/Instructions
Brgy. Limao, Kananga, Leyte	TP-26594	63,333	Gss-609	11904	For relocation survey - Determine the corners/boundaries; plant concrete monuments. - Inform/notify Energy Development Corporation (EDC) of the schedule land survey and secure assistance. - Determine the area with EDC Structures. - Subdivide 1,020sqm, 360sqm, 1,400sqm portion in favor of PNOC. - Meet with PNOC AMD prior to commencement of research. - Coordinate the schedule in order to arrange the schedule with Energy Development Corp.
	115-2019000965	98,206	Gss-609	11907	
	115-2019000966	91,913	Gss-609	11900	
	TP- 10179	1,020	Sgs-08-000106	5	
	TP-10180	360	Sgs-08-000106	6	
	TP - 10181	1,400	Sgs-08-000106	1	

Item No. II – As-built survey (PSTC Compound and buildings)

Location	Title No.	Area (sqm)	Plan No.	Lot No.	Remarks/Instructions
Brgy. Lamao, Limay, Bataan	TCT-167629 (part of 10.8 hectares)	2,202			- Determine the technical description of the lot surrounded by fence. - as-built plan for buildings (isometric view - 3D & 2D for all); - as-built plan duly signed by Civil Engineer

					- Meet with PNOC AMD representative prior to survey work and inform the set schedule.
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Item No. III –A For relocation Survey

Location	Title No.	Area (sqm)	Plan No.	Lot No.	Remarks/Instructions
Brgy. Batangas Dos, Mariveles Bataan	T-184447	1,272	Psd-235017	686 C-1	Determine the corners / boundaries; plant concrete monuments
	T-184448	906	Psd-235017	686 C-2	
	T-183848	639	Psd-241705	686-C-20-V	
PNOC Industrial Park, Batangas Dos	T-182924	10,451	Mariveles Cad Case 19	477	Determine the corners / boundaries; plant concrete monuments or any alternative markings.
	T-202522	17,550	Psd -03-073039	907-B	

Item No. III - B – For Leased Area Survey

Area	Title No.	Area (sqm)	Subd Plan No.	Lot No.	Remarks/Instructions
PNOC Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan	T-180797	25,881 (Actual risk contour)	Pcs-006856	Lot 9 Lot 1 (portion only)	- Plot the actual location of PRII Risk contour and its regular shape area. - Prepare and submit its technical description. - Plant concrete monuments
	T-167629	39,385sqm Regular shape	Swo-03-000027		
	T-180797	10,818sqm (Actual risk contour) 17,487sqm (regular shape)	Pcs-0006856		- Meet with PNOC prior to commencement of research

Republic of the Philippines



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