



**REQUEST FOR PROPOSAL**

Date: 19 October 2023  
RFQ No.: 100-23-07-1742

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Consulting Services for the Feasibility Study on Sustainable Livelihood for Bliss 3, Bliss 4, and Three (3) Tanay Relocation Sites – Pasig Urban Settlements Office** ("Project") with an Approved Budget for the Contract (ABC) of **Php 450,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	QTY	UOM	Approved Budget		Price Offer	
				Unit Cost	Total Cost	Unit cost	Total Cost
1	Research projects  THE PROJECT CONSULTANT SHALL RENDER PROFESSIONAL SERVICES SUCH AS, BUT NOT LIMITED TO THE FOLLOWING:  1. Conduct preliminary research in order to come up with an initial profile of residents through surveys and focus groups in the most economically deprived communities.	1	lot	450,000.00	450,000.00		

<p>2. Initiate the creation of database of available workforce in the designated areas, with the eventual goal of creating a detailed inventory of the skills sets available in the aforesaid areas.</p> <p>3. Identity and talk to prospective partners who could enter into-subcontracting, marketing, and purchasing arrangements with the cooperatives and social enterprises to be set up by PUSO.</p> <p>4. Identify viable lines of business that the PUSO-affiliated cooperatives and social enterprises can engage in.</p> <p>5. Prepare report detailing the findings of the above research.</p>					
<p><b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p>			<p><b>Total</b></p>	<p><b>450,000.00</b></p>	
<p><b>DELIVERY TERM:</b> Please refer to the Terms of Reference.</p>					

**Terms of Reference**  
*Consulting Services for the Feasibility Study on Sustainable Livelihood for  
Bliss 3, Bliss 4 and Three (3) Tanay Relocation Sites*

**I. Background**

Pasig Urban Settlements Office (PUSO) is the department in charge of the socialized housing initiatives of Pasig City.

PUSO manages and provides services to 13 five story socialized housing buildings comprising 2,450 families composed of approximately 13 thousand individuals.

PUSO has been tasked to uplift the economic condition of the residents of the aforesaid settlements by establishing and providing them with livelihood opportunities by means of technical and financial support given to the cooperatives and social enterprises to be established for such purpose.

**II. Objective**

To determine and define one (1) most appropriate and feasible income generating project or social enterprise to improve the material conditions and livelihood opportunities for the low-income residents of Pasig's socialized housing communities and residents of three (3) Tanay relocation sites. The research will look into and document the socio-economic conditions in the identified low income communities, the skill set of residents, interviews and discussions with possible business partners, etc.

**III. Definition of Terms**

1. Project Consultant shall refer to Individual or Consulting Firm that will carry out the research and documentation.
2. End-User shall refer to the authorized representative/s from PUSO.
3. Head of the Procuring Entity (HoPE) shall refer to the Mayor of Pasig City.
4. Identified Communities refers to the residents of 5 Housing Sites
5. Procuring Entity shall refer to Pasig Urban Settlements Office
6. Project shall refer to the engagement of a Consultant for the Research Project, its IRR and other Associated Issuances.
7. Services shall refer to the enumerated tasks and deliverables identified in this TOR.

#### **IV. Scope of Services**

The Project Consultant shall render professional services such as, but not limited to the following:

1. Conduct preliminary research to come up with an initial profile of the residents of (1) Pasig Bliss Village III, (2) Brgy. Maybunga; Pasig Bliss Village IV, Brgy. Manggahan; and three Tanay relocation sites, namely, (3) Southville 10, (4) Eastshine Residences, and (5) Hauzville Residences, through surveys and focus groups.
2. Initiate the creation of database of available workforce in the designated areas, with the eventual goal of creating a detailed inventory of the skill sets available in the aforesaid areas.
3. Identify and talk to prospective partners who could enter into subcontracting, marketing, and purchasing arrangements with the cooperatives and social enterprises to be set up by PUSO.
4. Identify viable lines of business that the existing site cooperatives, Homeowners Associations (HOAs), and existing social enterprises can engage in.
5. Prepare report detailing the findings of the above research.

#### **V. Project Duration / Period of Engagement**

The Consultant shall submit the research output after a period of two (2) months reckoned from the issuance of the Notice to Proceed (NTP) or commencement of the undertaking according to the date indicated in the NTP.

#### **VI. Project Cost**

The Approved Budget for the Contract (ABC) for the Consultancy Services is Four Hundred Thousand Pesos (PhP 450,000.00) inclusive of all applicable taxes and fees, remuneration / professional fee and all incidental expenses such as printing of reports / deliverables, transportation / fuel, communications, etc.

This Consulting Contract is a fixed price contract. Any extension of the period of engagement, as approved by PUSO or the assigned Official authorized to represent the Pasig City Mayor, shall not involve any additional cost to the Government.

#### **VII. Mode of Procurement**

The Project shall be procured through Section 53.9 (Small Value Procurement) of RA No. 9184 and its revised IRR.

#### **VIII. Submission of Reports / Outputs / Deliverables and Payment Schedule**

Billing for the remuneration / professional fees shall be in accordance with the following delivery schedule of submission of reports / outputs / deliverables in two (2) printed copies (if applicable) and/or electronic files saved in a USB flash drive, subject to the usual standard government accounting and auditing requirements:

Reports / Outputs / Deliverables	Timeline	Payment (% of Contract Cost)
Inception Report <sup>1</sup>	Two (2) weeks upon issuance of the Notice to Proceed (NTP)	15%
Submission of an ecological, social, economic, and cultural profile of the identified beneficiaries and related focus groups with community leaders and representatives	Four (4) weeks from the issuance of the Notice to Proceed (NTP)	30%
Submission of Report on the talks with prospective partners and support organizations.	Six (6) weeks from the issuance of the Notice to Proceed (NTP)	25%
Submission of Terminal Report containing recommendations on livelihood programs for the identified communities.	Eight (8) weeks from the Issuance of the Notice to Proceed (NTP)	30%

Subcontracting will not be allowed for this Project.

**IX. Qualification of the Consultant**

1. Prospective Consultants should be an Individual or Firm that has been involved in providing consultancy, research, business development to cooperatives and social enterprises involved in for the last ten (10) years.
2. Graduate of any Bachelor's degree
3. With at least five (5) years of Experience on Community Organizing.
4. With knowledge on different livelihood projects.
5. Expert on Data collection and processing.

**X. Method of Evaluation of Proposals**

The proposal/s will be evaluated using the Quality-Cost Based Evaluation (QCBE) procedure pursuant to the revised IRR of RA No. 9184, with the Technical Proposal allocated eighty percent (80%) and the Financial Proposal twenty percent (20%).

<sup>1</sup> Should report the Consultant's appreciation / understanding of the Project after consultation / dialogue with the HoPE and the methodology / approach on how to implement the research project.

**XI. Criteria for Evaluation of Technical and Financial Proposals**

**Technical Proposal (80%)**

**1. Experience and Capability of the Consultant (60 points)**

Rating Factor		Weight (%)
I.	<b>Competency</b>	<b>(60%)</b>
	Graduate of any Bachelor's degree	20%
	With at least five (5) years of Experience on Community Organizing	20%
	Involved in providing consultancy, research, business development to cooperatives and social enterprises involved in for the last ten (10) years.	20%
II.	<b>Data Management</b>	<b>(40%)</b>
	Experience in Data Collection and Statistics	10%
	Skills in Data Analytics	10%
	Skills in Data Integration	10%
	Skills in Data Warehousing and Security	10%
	Factor Value	100%

*Factor value is equal to the percentage multiplied by 0.6.*

**2. Plan, Approach and Methodology (40 points).**

Rating Factor		Weight (%)
I	<b>Plan, Approach and Methodology</b>	<b>50%</b>
	Steps that a researcher will take to conduct their research	20%
	Overall strategy that a researcher uses to conduct their research	20%
	methods and techniques that a researcher uses to collect and analyze data	30%
II	<b>Timeliness</b>	<b>50%</b>
	Can finish the project and submit research outputs within two (2) months.	50%
	Factor Value	100%

*Factor value is equal to the percentage multiplied by 0.4.*

**Technical Proposal Computation:**

*(Experience and Capability of the Consultant Factor Value  $\% \times .60$ ) + (Plan, Approach and Methodology Factor Value  $\times .40$ )*

*On Technical Proposal Computation, the minimum score required for researchers/consultants to undertake the research is 85 out of 100.*

Financial Proposal (20%)

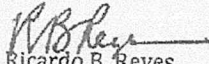
Budget Proposals must not be greater than the approved budget for the contract (Php. 450,000.00).

#### **XII. Liquidated Damages**

Where the consultant refuses or fails to satisfactorily complete the work within the specified contract time plus any time extension duly granted and is hereby in default under the contract, the consultant shall pay for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of the contract, equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the work for every day of delay. Should the amount of liquidated damages reach ten percent (10%) of the contract amount, Pasig City Local Government may, at its own discretion, terminate the contract without prejudice to any further action it may take to recover whatever losses incurred due to the non-performance of the consultant.

To be entitled to such liquidated damages, PUSO does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due by the consultant under the contract and/or shall be paid by the consultant within five (5) days from notice of such default, whichever is convenient to the PUSO.

Prepared by :

  
Ricardo B. Reyes  
Officer-in-Charge  
Pasig Urban Settlements Office

**Submit this Proposal (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:**

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid. **(for consulting firm)**
- **BIR Certificate of Registration (for individual consultant)**
- **Professional License/Curriculum Vitae of key Personnel to be assigned in the Project**
- **Technical Proposal which includes the plan, approach, methodology, and schedule**

- **List of all completed contracts, and ongoing and awarded but not yet started contracts in the last 10 years**
- **PhilGEPS Registration Number**
- **Income/Business Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

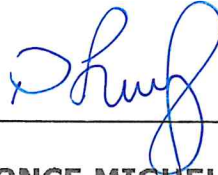
In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
  2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement**
  - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

For any clarification, you may contact us at telephone no. (02) 8641-1111 loc. 1461 or email address at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)



\_\_\_\_\_  
**ATTY. PONCE MIGUEL D. LOPEZ**  
 Officer in Charge, Procurement Management Office

**I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products/services to be delivered will conform to the specifications stated in the Item Description/Terms of Reference.**

**Conforme:**

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Position**

Duly authorized to sign quotation/offer for and on behalf of

\_\_\_\_\_  
**(Please indicate Company Name)**