



**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 & Structural Survey)**

REI No. : 2022-07-165

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Land Surveying Consultancy of Various PNOC Properties (Relocation; Relocation & Structural Survey)

REI No.: 2022-07-165

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

PNOC 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 PNOC Properties (Relocation Survey; Relocation & Structural Survey)

Request for Expression of Interest No. 2022-07-165

1. The **PHILIPPINE NATIONAL OIL COMPANY (PNOC)**, through the **2022 Approved Corporate Operating Budget** intends to apply the sum of,

Item No.	Description	Location	ABC
1	Relocation & Structural Survey	Mindanao Areas (<i>Davao City, Butuan City</i>)	₱ 205,000.00
2	Relocation Survey	Visayas Area (<i>Tacloban City, Leyte</i>)	₱ 100,000.00
3	Relocation Survey (with the use of Real-Time Kinematic approach)	Limay, Bataan	₱ 180,000.00
4	Relocation Survey (with the use of Real-Time Kinematic approach)	Mountaneous Areas (<i>Nasugbu, Batangas; Antipolo City; San Mateo, Rizal</i>)	₱ 155,000.00
5	Relocation Survey (with the use of Real-Time Kinematic approach)	Nueva Ecija (<i>Brgy. Cadaclan, Tantabangan; Brgy. Buted, Talugtog</i>)	₱ 360,000.00
TOTAL			₱ 1,000,000.00

being the Approved Budget for the Contract (ABC) to payments under the contract for **Land Surveying Consultancy of Various PNOC Properties (Relocation Survey; Relocation & Structural Survey)**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The **PNOC** now calls for the submission of eligibility documents for the **Land Surveying Consultancy of Various PNOC Properties (Relocation Survey; Relocation & Structural Survey)**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **August 11, 2022 (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 **August 04, 2022** 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 **August 11, 2022 (11:30AM)** 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 **three (3)** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

- | | | |
|---|---|-----|
| a. Years of Experience | : | 30% |
| b. Qualification of Personnel | : | 40% |
| c. Current Work load Relative to Capacity | : | 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:


Item No.	Description	Location	Project Completion
1	Relocation & Structural Survey	Mindanao Areas (Davao City, Butuan City)	Seventy-five (75) calendar days from receipt of the Notice to

			Proceed until submission of relocation plans/field notes/ report
2	Relocation Survey	Visayas Area (Tacloban City, Leyte)	Seventy-five (75) calendar days from receipt of the Notice to Proceed until submission of relocation plans/field notes/ report
3	Relocation Survey (with the use of Real-Time Kinematic approach)	Limay, Bataan	Seventy-five (75) calendar days from receipt of the Notice to Proceed until submission of relocation plans/field notes/ report
4	Relocation Survey (with the use of Real-Time Kinematic approach)	Mountaneous Areas (Nasugbu, Batangas; Antipolo City; San Mateo, Rizal)	Seventy-five (75) calendar days from receipt of the Notice to Proceed until submission of relocation plans/field notes/ report
5	Relocation Survey (with the use of Real-Time Kinematic approach)	Nueva Ecija (Brgy. Cadaclan, Tatabangan; Brgy. Buted, Talugtog)	Seventy-five (75) calendar days from receipt of the Notice to Proceed until submission of relocation plans/field notes/ report

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


EVANGELINE B. ALBAYTAR
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 (cadastral, approved survey plan, technical description and titles) and computations using the available technical records and other relevant documents/records of the lot obtained with 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. Submit land survey approach/methodology and/or work plan and its schedule, with emphasis on the clarity, and comprehensiveness of the approach from research, data computation, actual land survey, data processing, drafting of relocation plan, lot data computation and all other processes covering the entire survey works in accordance with the standards of the Revised Manual for Land Surveys in the Philippines (MLPS) and may include among others the survey equipment to be used. 3. The consultant shall secure necessary survey permits or clearances from appropriate government agencies, e.g., LGU's, DENR, if necessary. 4. The consultant must coordinate with local authorities of the Barangay where the property is located as well as the adjoining lot owner/s for the schedule of relocation survey and explain the main purpose of the services to be undertaken. If assistance of Barangay personnel is necessary during the actual survey work, the Consultant undertake to directly coordinate with the said Barangay to set schedule. 5. Undertake actual relocation/structural survey to determine metes and bounds of property boundaries and the presence of illegal structures. 6. Install concrete monuments as described/prescribed in the Revised MLSP or any acceptable markings for all boundary corners 7. 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. 8. The Contractor must coordinate with PNOC Asset Management Department the schedule of actual survey work and the conduct of on-site joint inspection/validation of completed survey works. Work shall only be completed after the conduct of joint validation with PNOC representatives. 9. Assist PNOC should there be a need to resolve boundary conflicts and/or other related concerns relative to the survey of the

	<p>property/ies.</p> <p>10. Coordinate with PNOC Asset Management Department for available reference documents and for further instructions prior to the research/commencement of the survey works.</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 <i>five (5) years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<p><i>Acceptable proof of satisfactory completion of completed contracts:</i></p> <p><i>a. Certificate of Completion / Acceptance</i></p> <p><i>b. Official Receipt</i></p>
4.2	Each prospective bidder shall submit one (1) original of its eligibility documents. Submission of two (2) copies is requested to facilitate evaluation.
(c)	<p><i>Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p>MS. EVANGELINE B. ALBAYTAR 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 & Structural Survey</i></p> <p>Request for Expression of Interest No. 2022-07-165</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>August 11, 2022. (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>August 11, 2022. (11:30 AM)</i></p>
9.1	Similar contracts shall refer to particular land surveying services required.
9.2	<i>Detailed set of criteria and rating system to be used for the short listing of consultants.</i>

Criteria for Short Listing of Prospective Bidders (Land Surveying Consultancy)								
Criteria	Weight		Units of Measure	1	2	3	4	5
I. Years of experience (minimum - 5 years)		30%	# of years	x	x	x	5	Above 5
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 training/s/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”.....	22
Format of Curriculum Vitaé of Proposed Professional Staff - ANNEX "C".....	24
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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	
Work Experience <i>(start from the current employment, add rows if necessary)</i>					
AGENCY / COMPANY NAME (Write in full)	INCLUSIVE DATES (mm/dd/yy)		Total Number of Experience (Number of Years and Months)	POSITION TITLE (Write in full)	JOB DESCRIPTION
	From	To			
Relevant Training <i>(start from the most recent, add rows if necessary)</i>					
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			
Education <i>(start from the most recent, add rows if necessary)</i>					
School	Inclusive Dates		Degree Course	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.

[Signature of staff member and authorized representative of the firm]

Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

ANNEX “D”

STATEMENT OF COMPLETED CONTRACTS

This is to certify that _____ (consultant) _____ has the following completed contracts:

PROJECT NAME (including NAME, ADDRESS OF CLIENT, CONTACT NO.)	DATE OF CONTRACT	TYPE OF CONTRACT	START DATE	COMPLETION DATE	AMOUNT OF CONTRACT	CONSULTANT'S ROLE (DESCRIPTION OF ACTUAL SERVICES PROVIDED)

Name and Signature of Authorized Representative

Date

ANNEX "E"

STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that _____ (consultant) _____ has the following ongoing and awarded but not yet started contracts:

DATE OF CONTRACT	CONTRACTING PARTY	NAME OF CONTRACT	TYPE OF CONTRACT	BRIEF DESCRIPTION OF CONSULTING SERVICE	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	CONSULTANT IS: a. main consultant b. subcontractor c. partner in a JV

Note: If the bidder does not have any on-going project, please state "None" in the form above and include the form in the submission of eligibility requirements.

Name and Signature of Authorized Representative

Date



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 & Structural Survey)

Location: Davao City; Butuan City; Tacloban City; Nasugbu Batangas; Limay Bataan; Antipolo & San Mateo Rizal; and Nueva Ecija (Pantabangan & Talugtug).

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 boundaries of the lots; determine the exact location of properties located in Nasugbu Batangas, Antipolo and San Mateo Rizal and Pantabangan & Talugtug Nueva Ecija, determine the areas occupied by Informal Settlers in Davao City, Butuan City and Limay Bataan properties, and to confirm if there is an issue of overlap title for PNOC lot located in Pantabangan and generally to keep update of records of the properties.

Terms of Reference:

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

The properties for land survey are divided into "Items" depending on the location and the survey services required as enumerated in Annex "A".

Interested bidder may submit bid for each item or choose only an item/s to bid. The winning bidder/s shall be determined from the short listed bidders after evaluation based on Quality-Cost Based Evaluation.

B. Project Duration:

Completion

Relocation Survey / Relocation and Structural Survey

- Seventy five (75) calendar days - for all items

(from receipt of Notice to Proceed until submission of relocation plans/field notes/report).

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

1. Compliance of Government/LGU requirement, provided notice to PNOC has been submitted by the Consultant;
2. Issues affecting the conduct of actual survey works (resistance from informal settlers, adverse claims, overlap issue) provided notice to PNOC has been submitted by the Consultant; and

3. Period after submission of survey plan/report until conduct of on-site joint inspection/validation of survey work.

C. Scope of Work:

11. Undertake research of reference documents (cadastral, approved survey plan, technical description and titles) and computations using the available technical records and other relevant documents/records of the lot obtained with 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.
12. Submit land survey approach/methodology and/or work plan and its schedule, with emphasis on the clarity, and comprehensiveness of the approach from research, data computation, actual land survey, data processing, drafting of relocation plan, lot data computation and all other processes covering the entire survey works in accordance with the standards of the Revised Manual for Land Surveys in the Philippines (MLPS) and may include among others the survey equipment to be used.
13. The consultant shall secure necessary survey permits or clearances from appropriate government agencies, e.g., LGU's, DENR, if necessary.
14. The consultant must coordinate with local authorities of the Barangay where the property is located as well as the adjoining lot owner/s for the schedule of relocation survey and explain the main purpose of the services to be undertaken. If assistance of Barangay personnel is necessary during the actual survey work, the Consultant undertake to directly coordinate with the said Barangay to set schedule.
15. Undertake actual relocation/structural survey to determine metes and bounds of property boundaries and the presence of illegal structures.
16. Install concrete monuments as described/prescribed in the Revised MLSP or any acceptable markings for all boundary corners
17. 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.
18. The Contractor must coordinate with PNOC Asset Management Department the schedule of actual survey work and the conduct of on-site joint inspection/validation of completed survey works. Work shall only be completed after the conduct of joint validation with PNOC representatives.
19. Assist PNOC should there be a need to resolve boundary conflicts and/or other related concerns relative to the survey of the property/ies.
20. Coordinate with PNOC Asset Management Department for available reference documents and for further instructions prior to the research/commencement of the survey works.

D. Other terms and conditions:

1. Expenses for research, representation, transportation, food and lodging costs shall be for the account of the contractor/consultant.
2. Bid/s must be inclusive of all taxes applicable.

E. Deliverables:

For Relocation and Structural Survey (Item No. I):

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.
3. Two (2) copies each of the relocation plan, reduced in A3, A4 paper size
4. Two (2) original sepia copies of the structural plan with vicinity map duly signed and sealed by the Geodetic Engineer.
5. Two (2) blue print copies of the structural plan with vicinity map duly signed and sealed by the surveyor/Geodetic Engineer.
6. Listing of the structural owner, description of materials used, areas occupied and numbers of family members residing.
7. Drone shots/video of the property.

For Relocation Survey (Item Nos. II-V):

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.
3. Two (2) copies each of the relocation plan, reduced in A3, A4 paper size.
4. One (1) original sepia copy of relocation plan with details of encroachment; such as illegal structures; presence of government structures/facilities; road lot located within the property.
5. One (1) blue print copy of relocation plan with details of encroachment; such as illegal structures; presence of government structures/facilities; road lot located within the property.

6. 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.
7. Photographs covering the property, location of corners/installed monuments.
8. Two (2) electronic copy of the plan/s and maps (CAD/ PDF files and KMZ files).
9. Additional deliverable for Item No. III (Limay Bataan)
 - a.) One (1) original sepia copy of relocation plan with footprint of the areas occupied by Informal Settlers, rice field, swamp/pond and its corresponding areas.

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 informal settlers, adverse claim/s of ownership, unable to identify on the ground the subject property*), progressive payment shall be applied after submission by the contractor of the report and itemized cost and approval of PNOC.

G. Qualification of the land surveyor / surveying companies:

1. For Land Surveyor – Must be a licensed Geodetic Engineer with valid Philippine Regulation Commission (PRC) identification; 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 in the business of land surveying services. Formed by a licensed Geodetic Engineers registered with the Securities and Exchange Commission (SEC) who will lead and/or supervise the actual survey work. 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; and b.) Land surveying companies/partnership/association and its employed/assigned Geodetic Engineer/s.

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, apparatus, tool to be used. Real-Time Kinematic (RTK) surveying is a must for Items III, IV & V. Use of Drone are required for Item No. I
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 (*Instrument Man, Survey Aide*) 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.

Annex "A"

Item No. I – For Relocation and Structural survey

Location	TCT No.	Area (sqm)	Plan No.	Lot No.	Remarks/Instructions
Brgy. Catalunan Grande Talomo District Davao City	T-208617	2,501	(LRC) Psd-247038	869-D	For relocation survey - Determine the corners/boundaries; plant concrete monuments. - Inform/notify the respective official of Barangay for the schedule land survey and secure assistance. - Determine the area encroached by illegal structures and submit a separate structural survey plan. - Take pictures/video of the property by Drone. - Meet with PNOC AMD prior to commencement of research.
Brgy. Bading Butuan City	T-9242-A	10,754.50	(LRC) Psd-93919	3313-B	

Item No. II – For Relocation Survey

Location	Title No.	Area (sqm)	Plan No.	Lot No.	Remarks/Instructions
Brgy. San Jose Tacloban City	T-51848	8,465	(LRC) Psd-5688	1730-K	- Determine the corners / boundaries; plant concrete monuments; - Meet with PNOC AMD representative prior to survey work and inform the set schedule of actual land survey to inform Petron Corp.
	T-42119	7,984	(LRC) Psd-5688	1730-J	

Item No. III - For Relocation Survey

Location	Title No.	Area (sqm)	Plan No.	Lot No.	Remarks/Instructions
Brgy. Alangan, Limay, Bataan	T- 77551	48,684	Cadastral record No. 1054, Limay	286	For relocation survey - Use of RTK is a requirement - Determine the boundaries; plants concrete monuments - Determine the areas covered by Informal settlers, rice field, swamps/pond; - Meet with PNOC prior to commencement of
	T- 75637	4,009	(LRC) Psd-14690	289-A	
	T- 75636	4,080	(LRC) Psd-14690	289-C	

	T - 75635	5,999	LRC Cad Record No.1054 (Limay)	714	research
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Item No. IV – For Relocation survey

Location	Title No.	Area (sqm)	Plan No.	Lot No.	Remarks/Instruction
Various location (Mountaneous areas)	T-72827	22,500	Psd-34184	202	For relocation survey - Use of RTK is a requirement. - Determine the corners/boundaries - Plant concrete monuments - Inform/notify the respective official of Barangay for the schedule land survey and secure assistance. - Meet with PNOC prior to commencement of research.
Brgy. Balaytigue Nasugbu, Batangas	T- 261035	300	(LRC) Psd-104659	L14 B6	
Brgy. Cupang Antipolo City, Rizal	T- 261036	300	(LRC) Psd-104659	L15 B6	
Sitio Itaas Labahan Brgy. Gitnang Bayan San Mateo, Rizal	T-260843	1,622	(LRC) Psd-138139	3366-B	

Item No. V – For Relocation Survey

Area	Title No.	Area (sqm)	Subd Plan No.	Lot No.	Remarks/Instructions
Nueva Ecija					For relocation survey - Use of RTK is a requirement: - Plot the actual location of the lot based on the technical description of the lot per title. - Resolve possible issue of overlap and/or error in the technical description: - Coordinate with DENR and private owner of the lot that possibly overlap with PNOC's title for the survey work to be conducted. - Inform/notify the official of Barangay Cadaclan for the schedule land survey and secure assistance. - Meet with PNOC AMD prior to commencement of research.
Brgy. Cadaclan Pantabangan	N-19164	174,134	H.V. 53894 Not available in DENR		
Brgy. Buted Talugtog	NT - 112895 (Lot NoO	7,961	Cuyapo Cad No. 163 (Lot 3010) Psd-03- 095824 (AR)	B	For relocation survey - Use of RTK is a requirement. - Plot the actual location of the lot based on the technical description of the lots per subdivision plan. - Plant concrete

		16,944		E	monuments/post ideal on the location (rice field). - Coordinate with DAR and adjacent lot owner / beneficiaries for the survey works to be conducted. - Inform/notify the official of Barangay for the schedule land survey and secure assistance. - Meet with PNOC AMD prior to commencement of research and scheduled land survey.
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