



**FINAL GROUP ASSIGNMENT 2019**

**Technical and Financial Proposals**

**The Conduct of the Feasibility Study of the Proposed (Name of the Project)**

1. A feasibility study was conducted for the following infrastructure projects with corresponding allocated budget of the contract (ABC), namely:

Project Name	ABC	Location
a. New Legazpi Airport	Php18 million	Bicol
b. Puerto Princesa Airport	Php24 million	Palawan

2. A feasibility study reports are available for the following group assignments as basis of the technical and financial requirements for the assigned project.

Project Name	Group
a. New Legazpi Airport	2,4,6 and 8
b. Puerto Princesa Airport	1,3,5, and 7

3. The contract duration as follows:

Project Name	Duration
a. New Legazpi Airport	10 months
b. Puerto Princesa Airport	12 months

4. The significant time and deadlines of submission of documents and presentation of bids are shown below:

Activity	Date	Remarks
Submission of Progress Report	19 February 2019 Tuesday 1:00PM	This progress report is a preliminary output of the group to determine the correctness and the level of work done prior to the deadline of submission
Submission of the Bid Report	5 March 2019, Tuesday 1:00PM	Sealed two (2) separate brown envelopes for Technical and Financial Proposals. Technical proposal should contain a covering letter (company logo/letter head), highlighting the capability of the company, while the Financial proposal also contains a covering letter (company logo/letter head) with the proposed total amount of the project.
Opening of Bids and Oral Presentation	5 March 2019, Wednesday 1:30 – 4:00PM	The order of presentation as follows: New Legazpi Airport            2,4,6 and 8 Puerto Princesa Airport        1,3,5 and 7  Each group is allotted a maximum of 5 minutes, plus 5 minutes for question and answer. Power point presentation is optional but encouraged. Use individual group laptop/gadget. The presentation highlights the proposed key personnel and financial requirements to undertake the project
Result Evaluation and Assessment	12 March 2019, Monday 1:00-4:00PM	Announcement and awarding of project contracts. This will be posted in the website: <b><a href="http://www.rsucivilengineering.weebly.com">www.rsucivilengineering.weebly.com</a></b>

5. The criteria for the selection of consultants are guided by the follow minimum requirements:

<b>Technical (60%)</b>		
a. Identification of key personnel to undertake the project	=	40%
b. Methodology and Approach/Project Management (Scheduling, report submission, logistics, coordination, etc)	=	20%



**Financial (40%)**

- a. Lowest bid = 40%
- b. Second lowest bid = 20%
- c. Third lowest bid = 10%

6. For the Technical Proposal – Key Personnel, follow the matrix below (example only)

Position	Number of months of involvement	Qualification/Responsibility/Task
Examples: Project Leader	12 months	Responsible in the overall management of the project. In-charge in the economic and financial analyses of the feasibility study
Environmental Specialist	3 months	Conduct and prepare initial environmental impact study report
Senior Civil Engineer/Cost Estimator	6 months	In-charge in civil works, plans and specifications, including cost and estimates

In terms of methodology and approach, provide an organizational chart showing the key personnel and the line of supervision and coordination. Include the overall project management towards a smooth implementation and completion of the project at the earliest possible time and in an economical way.

For example, the main office of your company is located in Odiongan, Romblon. Do you need to have a temporary office in the project location? Do you need to hire local professionals, transportation, and other logistic supports needed in the conduct of the study? Do you need to enter into a “sub-contracting” type of collaboration for certain highly specialized/specific services as required by the study such soil testing, boring test, traffic flow estimation, social survey, Autocad services, land surveys, etc.? Do you need to rent or purchase equipment, instruments, and vehicles for the fieldwork, including office machines to augment your existing facilities?

7. In the Financial Proposal, use the matrix below for the Bill of Quantities. You can do lump-sum services such as surveys, testing, preparation of simulation and modelling, and legal services. For the miscellaneous expenses, lump-sum is also accepted and for the contingency cost, allot 5 percent of the total project cost. Detailed cost and estimates (calculations) should be included in the report submission.

**REMINDER: The matrix for the Bill of Materials is only an example. It does not fully illustrate the financial proposal for the proposed project. This is a guide for you in preparing the financial proposal. There are other important items to be considered in the conduct of the study that are not indicated in the sample table.**

8. Indicate the name of the company, name of the proposed project, with proper label for each envelope as: “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL”

9. The address for submission of the SEALED TWO ENVELOPES is:

**ENGR. REYNALDO P. RAMOS, PhD**  
**Associate Professor 2**  
**College of Engineering and Technology**  
**Romblon State University**  
**Odiongan, Romblon**



**Bill of Quantities\*\*\***

Item No.	Description	Unit	Quantity	Unit Price (peso)	Amount (peso)
I	Estimated Cost of Key Personnel Service				<b>1,500,000.00</b>
1.1	Team Leader	1	8 (months)	150,000.00	1,200,000.00
1.2	Environmental Specialist	1	3 (months)	100,000.00	300,000.00
II	Logistics				<b>45,000.00</b>
2.1	Office Rental	1	5 (months)	5,000.00	25,000.00
2.2	Equipment Rental	1	5 (months)	10,000.00	10,000.00
2.3	Others	1	8 (months)		10,000.00
III	Lump Sum Items				<b>100,000.00</b>
3.1	Surveying	Lot	1	50,000.00	50,000.00
3.2	Modelling	Lot	1	25,000.00	25,000.00
3.3	Others	Lot	1	10,000.00	10,000.00
3.4	Legal and Permitting	Lot	1	15,000.00	15,000.00
IV	Miscellaneous				<b>50,000.00</b>
V	Contingency(5%)				<b>84,750.00</b>
<b>Subtotal</b>					<b>1,779,750.00</b>
VI	Value Added Tax (10%)				<b>177,975.00</b>
<b>Grand Total</b>					<b>1,957,725.00</b>

\*\*\* Please note that this is only an example which does not fully reflect the actual cost of the project.

1. The place of bid submission is CET Office or Planning Office (near canteen), and for oral presentation and bid opening is ET05 during the class schedule. Submit and come on time. Failure to be present during the presentation will get a grade of 5 for the project work.
2. Any form of collaboration, consultation or discussion with other groups is prohibited. Maintain confidentiality in the preparation of the technical and financial proposals to maintain fairness and honesty in the preparation for final group work as a major requirement in the completion of the subject.
3. For inquiry, email to [rsu.rpramos@gmail.com](mailto:rsu.rpramos@gmail.com). No text messages will be entertained.
4. No further instructions.