**FINAL GROUP ASSIGNMENT**

**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

1. New Legazpi Airport Php17 million Bicol
2. Puerto Princesa Airport Php27million Palawan
3. 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

1. New Legazpi Airport Groups 1 to 4
2. Puerto Princesa Airport Groups 5 to 8
3. The contract duration as follows:

Project Name Duration

1. New Legazpi Airport 10 months
2. Puerto Princesa Airport 14 months
3. The significant time and deadlines of submission of documents and presentation of bids are shown below:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Date** | **Remarks** |
| Submission of the Bid Report | 5 March 2016, Monday  5PM | 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 | 8 March 2016, Wednesday  10AM – 11:30AM | The order of presentation as follows:  New Legazpi Airport Groups 1 to 4  Puerto Princesa Airport Groups 5 to 8  Each group is allotted a maximum of 10 minutes, plus 5 minutes for question and answer. Power point presentation is optional but encouraged. Use individual group laptop/gadget. The presentation highlights the key personnel and financial requirements to undertake the project |
| Result Evaluation and Assessment | 10 March 2016, Friday  10:00-11:30AM | Announcement and awarding of project contracts |

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

**Technical (60%)**

1. Identification of key personnel to undertake the project = 40%
2. Methodology and Approach/Project Management = 20%

(Scheduling, report submission, logistics, coordination, etc)

**Financial (40%)**

1. Lowest bid = 40%
2. Second lowest bid = 20%
3. Third lowest bid = 10%
4. For the Technical Proposal – Key Personnel, follow the matrix below

|  |  |  |
| --- | --- | --- |
| **Position** | **Number of months of involvement** | **Qualification/Responsibility/Task** |
| Examples:  Project Leader  Environmental Specialist  Senior Civil Engineer/Cost Estimator | 10 months  3 months  6 months | Responsible in the overall management of the project. In-charge in the economic and financial analyses of the feasibility study  Conduct and prepare initial environmental impact study report  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, mode of transport, and other logistic support needed in the conduct of the study? Do you need to enter into a “sub-contracting” type of collaboration for certain highly specialized 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 and vehicles for the fieldwork and office machines to augment your existing facilities?

1. 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.***

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

1. 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 |  |  |  | **1,500,000.00** |
| 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 |  |  |  | **45,000.00** |
| 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 |  |  |  | **100,000.00** |
| 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 |  |  |  | **50,000.00** |
| V | Contingency(5%) |  |  |  | **84,750.00** |
| **Subtotal** | | | | | **1,779,750.00** |
| VI | Value Added Tax (10%) |  |  |  | **177,975.00** |
| **Grand Total** | | | | | **1,957,725.00** |

1. The place of bid submission is CET Office, and for oral presentation and bid opening is: ET02 during the class schedule. 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.