



**EASTERN VISAYAS STATE UNIVERSITY**  
**BURAUEN CAMPUS**  
Buraueu, Leyte



**REQUEST FOR QUOTATION**

P.R. No./Date Received	2026-02-006/03 February 2026
RFQ No.:	2026-02-006
Date:	02/04/26

Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/Mayor's Permit No.: \_\_\_\_\_  
TIN No.: \_\_\_\_\_  
DTI: \_\_\_\_\_  
PhilGEPS Registration Number: \_\_\_\_\_

Items required by:	PDO	Date Quotation due back:	
Delivery address:	EVSU-Buraueu	Return Quotation to:	
Delivery method (if applicable):		Contact Name:	REY NEIL D. SALCEDA, LPT
Payment terms:	CHECK	E-mail:	<a href="mailto:procurement.buraueu@evsu.edu.ph">procurement.buraueu@evsu.edu.ph</a>

**For Supplier to fill in:**

Item No.	Description/Technical Specifications	Quantity	Unit of Measure	Approved Budget for the Contract (ABC)	Unit Price	Total Price	Availability
1	<b>3 Holes Soil Boring Test (Geotechnical Investigation)</b> <i>Inclusive of reports showing the evaluation of subsurface soil condition, analysis of soil properties, and geotechnical recommendation for foundation design and construction.</i>	3	hole	270,000.00			
	<b>Purpose:</b> Sub soil exploration/ Soil Boring Test for the construction of the proposed Agriculture Laboratory Building and Academic Building at EVSU -BC						
<b>TOTAL APPROVED BUDGET FOR CONTRACT</b>				<b>270,000.00</b>			

Subtotal: \_\_\_\_\_  
Sales tax (if applicable): \_\_\_\_\_  
Delivery charge (if applicable): \_\_\_\_\_  
Other charges (if applicable): \_\_\_\_\_  
TOTAL: \_\_\_\_\_

Name and Signature of Authorized Representative: \_\_\_\_\_  
Telephone No./Cellphone No. /Email address: \_\_\_\_\_  
Date: \_\_\_\_\_

BIDS AND AWARDS COMMITTEE



## **TERMS OF REFERENCE**

### **3 HOLES SOIL BORING TESTS (GEOTECHNICAL INVESTIGATION) AT THE PROPOSED AGRICULTURE LABORATORY AREA, EASTERN VISAYAS STATE UNIVERSITY (EVSU) BURAUEN CAMPUS**

#### **Background/Project Overview:**

#### **I. PROJECT DESCRIPTION**

##### **1. Project Title:**

3 Holes Soil Boring Tests (Geotechnical Investigation) at the Proposed Agriculture Laboratory Area, Eastern Visayas State University Burauen Campus

#### **II. PROJECT AREA**

##### **1. General Description:**

The project entails performing a geotechnical investigation through three (3) soil boring tests at the designated location. The goal is to evaluate subsurface soil conditions, analyze soil properties, and provide geotechnical recommendations for foundation design and construction. This initiative aligns with the approved Land Use and Infrastructure Development Plan (LUDIP).

A geotechnical investigation is conducted to assess the subsurface soil, rock, and groundwater conditions of a project site. The information obtained is crucial for designing safe, cost-effective, and durable foundations and structures. The primary purposes of geotechnical investigation are to determine the soil composition, strength, density, and classification, to identify variations in soil layers and their engineering characteristics, and assess soil-bearing capacity to support proposed structures.

Since the university does not have the expertise, the services are to be provided by a consultant that offers technical services or special studies for geotechnical exploration (for design and construction) under Section 6.6.a of Annex "B" of RA 9184.

##### **2. Project Objectives:**

The objectives of the Soil Boring Tests (Geotechnical Investigation) are as follows:

- a. Assess subsurface soil and groundwater conditions.
- b. Provide geotechnical parameters for foundation and structural design.
- c. Identify potential geotechnical challenges such as soil settlement, bearing capacity, and liquefaction risks.
- d. Recommend suitable foundation types and construction methods.

##### **3. Project Scope**

The proposed laboratory area for the Agriculture department is the subject of subsurface soil exploration work including Geotechnical Report.

The Consultant shall provide professional services required for the Geotechnical

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Investigation for the above-mentioned Project by conducting the necessary Geotechnical Investigation and other related data needed for the purpose.

The Geotechnical Investigation shall comply with the DPWH Guidelines for Soils, Surveys and Testing. The undertaking of the soil investigation shall be as required by the Geologist and Design Engineer of the Planning and Design Division, DPWH R.O. VIII.

### III. GENERAL REQUIREMENTS

1. The Consultant shall be responsible for carrying out the necessary subsurface Soil exploration works in respect to the project stated.
2. After the receipt of Purchase Order (P.O.), the consultant shall coordinate with the Project Management Office, particularly on the site of the project.
3. Upon completion of the subsurface exploration work activities, the Consultant shall submit their final report containing geotechnical/geological reports to Eastern Visayas State University. The Consultant shall be responsible for the reliability of the report presented.
4. All the works, including laboratory and office preparation of data, shall be completed in **90 calendar days** after the issuance of Purchase Order.

### IV. THE SERVICES

#### 1. Subsurface Soil Exploration Works

A. *LOCATION*: Before the conduct of Subsurface Soil Exploration Works, The Consultant shall coordinate with EVSU Project Management Unit for proper coordination on the location of the project.

B. *SCOPE OF PROJECT* The consultant shall provide all the labor, instrument/equipment materials and supplies, vehicles, bunkhouses, etc., necessary to perform satisfactorily the subsurface exploration herein required, viz:

- a. Drilling and sampling
- b. Standard Penetration Test (SPT)
- c. Water Level Measurements
- d. Laboratory Testing and Analysis
- e. Preparation and submission of Reports The Consultant shall be held solely responsible for the result of this boring/drilling exploration and other activities under terms of Reference.

#### C. DETAILED EXPLORATION REQUIREMENTS / SPECIFICATIONS

##### Drilling and Sampling

##### 1. Location and Number Three

(3) boreholes, at a location shown on the plan with coordinates.

##### 2. Depth of Borings

Shall be equal to the 30 meters or extend if necessary depending on the soil classification

##### 3. Procedure

In sand, clay and slit materials, the boreholes shall be advanced by the wash boring method in between sampling sections using side discharged chopping

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bits. Whenever necessary, N-size casings shall be utilized. The washed section shall be cleaned thoroughly before each sampling run ensuring, however, that the underlying soil is not disturbed.

Sampling shall be done at one meter interval from the river bed to hard strata using 50 cm. Split spoon sampler. In a soft cohesive layer, disturbed sample using thin walled tube samplers shall be obtained hydraulically.

Core drilling shall be carried out by a diamond rotary drill method in gravelly on rock formation.

Core samples shall be undertaken wherever solid information is encountered. Cores shall be placed in core boxes arranged and labelled in accordance to depth as soon as these are extracted from the boreholes.

#### 4. Equipment

The following equipment are to be used, including but not limited to:

- a. *Drilling Machine*: The consultant shall utilized drilling machine and set them up at the project site. The drilling machine shall be in good working condition and shall be of such capacity as to maintain satisfactory progress of work.
- b. *Bits*: The Consultant shall have an example supply of different types of bits to adapt to varying conditions. Bottom discharge and stepped bits shall also be available.
- c. *Core Barrels*: Double tube swivel type core barrels in good condition and obtaining maximum core recovery shall be used.
- d. *Casing* The consultant shall, at his own expense and responsibility, provide casings as required to ensure the stability of the borehole walls. The casings shall be at least of N-size and shall be in good condition. After a hole has been finished the casings shall be retrieved.

#### 5. Handling and Core of Samples

The Consultant shall provide all the materials, equipment and labor necessary for preserving samples.

#### 6. Standard Penetration Test (SPT)

The test shall be carried out through ordinary soil encountered to the depths specified above. Standard penetration test shall be performed using 5.0 cm. (2.0 in.) outside diameter split spoon sampler, driven by a 63.6 kg. (140 lbs.) Hammer falling 76.0 cm (30 in.) at 1.50 meter interval or closer if necessary.

#### 7. Water Level Measurement

The water level shall be measured daily (before and after) whenever encountered in a borehole. Laboratory Testing Analysis The preparation of samples for testing shall be made in accordance with AASHTO. The following test shall be made on samples obtained from boring, drilling. 1. Split-Spoon Analysis a. Visual Soil Description b. Mechanical Analysis, AASHTO Designation T88 c. Liquid Limit, Plastic Limit and Plasticity Index, AASHTO Designation T89 and T90 d. Group Index and Soil Classification, use Unified Soil Classification



#### 8. Laboratory Testing Analysis

The preparation of samples for testing shall be made in accordance with AASHTO. The following test shall be made on samples obtained from boring, drilling.

1. Split-Spoon Analysis
  - a. Visual Soil Description
  - b. Mechanical Analysis, AASHTO Designation T88
  - c. Liquid Limit, Plastic Limit and Plasticity Index, AASHTO Designation T89 and T90
  - d. Group Index and Soil Classification, use Unified Soil Classification

### V. **LABORATORY TESTING**

Laboratory tests shall be conducted on soil samples retrieved every 1.5-meter depth from the boreholes drilling. All material sampling, subgrade samples recovered from boring shall be tested for laboratory testing. Laboratory tests shall be made based on the scheduled type of tests as specified below:

#### **FOR BUILDING:**

- Determination of moisture content (ASTM D2216)
- Grain Size Analysis (ASTM C136, ASTM D422)
- Atterberg Limit (ASTM D4318, D427)
- Specific Gravity (ASTM D854)
- Unified Soil Classification
- Unconfined Compression for Undisturbed Sample (ASTM D2166)
- Consolidation (ASTM D2435)
- *Direct Shear Test (ASTM D3080 D3080M-11)*

If the Consultant does not have an appropriate equipment for certain tests (e.g. tri-axial etc.), the consultant is allowed to sub-contract other technical support services that are deemed relevant to the project. All the laboratory test results shall be duly signed by the preparer.

### VI. **REPORT OUTPUTS/DELIVERABLES**

#### 1. Final Report

The Consultant shall prepare the FINAL REPORT containing geological/geotechnical reports & analysis in three (3) bound copies in the form and substance to be submitted to the University.

Deliverables	Copy
Final Investigation Report (hardbound)	3 sets
Electronic copy of drawings in USB flash drives including borehole log and geological/soil profile in DWG format	3 sets





## 1. MATERIALS TO BE SUBMITTED

1. The report shall contain at least but not limited to the following items/information:
2. Introduction
3. Project Background
4. Project Location and Site Description
5. Objectives and Scope of Work
6. Field Investigation and Methodology
7. Borehole Drilling and Sampling
8. Laboratory Testing
9. General Geology and Geomorphology
10. Subsurface Conditions (Soil, Rock, Groundwater)
11. Soil Liquefaction and Seismic Analysis
12. Soil Bearing Capacity
13. Vicinity Maps in scale of 1:50,000
14. References
15. Final Boring Logs (BL)
  - a. Job, boring, hole number, date, time, boring/drilling foreman and supervisor
  - b. Geographic coordinates in WGS84 system
  - c. Weather condition
  - d. Surface elevation
  - e. Depth of water level
  - f. Method of penetration and flushing system
  - g. Description of soil strata encountered
  - h. Depth of soil boundaries
  - i. Size, type and depth of samples and sample number
  - j. Type and depth of in situ test
  - k. Standard Penetration Tests Resistance, 'N' values
  - l. Detailed notes on boring/drilling procedure, casing sizes and resistance to driving,
  - m. Description of wash water or spoil from boring/drilling tools
  - n. Depth of boring
  - o. Other relevant information such as RQD, percent core recovery, etc.
16. Final Laboratory Test Results (FLTR)
  - a. Descriptive Explanation
  - b. Soil Data (Solid Unit Weight, Poisson Ratio, Type of Soil (Cohesive/Cohesionless), Cohesion of Soil (Kpa), Adhesion Factor, Adhesion of Soil (Kpa), Angle of Internal Friction, Oedometric Modulus, Deformation Modulus, Saturated Unit Weight, Porosity, Angle of Dispersion, Saturation Level, Over consolidation Ratio, Modulus of Unloading/Reloading, Dilation Angle, Elastic Modulus, Void Ratio (Initial & Final), Moisture Content, Preconsolidation Stress, Bulk & Shear Modulus, Compression Index, Swell Index Test, Permeability Test). The data attained shall be used for the calculation of the structural analysis.
  - c. Engineering Analysis (Liquefaction Analysis based on Grain-size and SPT) and Stability and Settlement Analysis.
  - d. Borehole Location Plan in scale of 1:250
  - e. Soil Profile along structures showing boring/drillings logs
  - f. Recommendations if called for, such as type of proposed countermeasures/ structures to address geological/geotechnical problems and foundation type.
  - g. Other relevant data
  - h. Geotagged Photographs (Geocam Application) showing the borehole drilling and



sampling at each proposed site shall be taken by the Consultant and form part of the report. The photographs to be taken shall depict the following:

- Equipment used
- Core drilling operation
- Water level measurements
- Performance of SPT sampling
- All cores and SPT sample placed in core boxes
- Date photographs were taken
- Location or station

## VII. HUMAN RESOURCES/STAFF RESOURCES REQUIREMENTS

The Consultants shall be composed of qualified staff with experience in the conduct and preparation of Geotechnical Investigation.

It shall provide the required expertise in all fields of specialization required in the conduct of Geotechnical Investigation necessary in the satisfactory and quality performance of the services covered in this TOR following sound quality.

The Consultant shall provide the following key staff and the job description and required qualifications are prescribed below.

Position	Job Description	Required Qualifications
Civil Engineer/Geotechnical Engineer (Team Leader)	Supervises the whole Geotechnical Investigation. Manage and evaluate the field works, laboratory work and report.	Registered/Licensed Civil Engineer or equivalent with experience in geotechnical engineering. Minimum of 5 years of experience in the related field.
Civil Engineer/Geotechnical Engineer	Analyze results of field and laboratory tests of soils and materials survey and prepare recommendations on structure foundation and road pavement.	Registered/Licensed Civil Engineer or equivalent with experience in geotechnical engineering. Minimum of 2 years of experience in the related field.
Geologist	Identify areas with geological problems and difficulties that could affect the design.	Registered/Licensed Geologist or equivalent with experience in subsurface exploration. Minimum of 2 years of experience in the related field.
Laboratory Technician	Perform/Conduct Laboratory Testing necessary in the Geotechnical Investigation.	Degree relevant to the job. Minimum of 2 years of experience in the related field.





## **VIII. CONSULTANCY SERVICE REQUIREMENTS**

- A. The Consultant shall be a Structural Engineer with recognition from the Association of Structural Engineers of the Philippines (ASEP) and shall be at least an associate member thereof.
- B. The Consultant shall demonstrate that he/she has extensive experience in the field by submitting the following:
1. A Photocopy of his/her PRC License (Civil Engineer) that shows the consultant has been a licensed civil engineer for at least 6 years.
  2. A printed copy of a sample output for at least 1 previous project similar to this. (Non-destructive testing and seismic evaluation)
  3. Membership ID and Diploma from the Association of Structural Engineers of the Philippines.
  4. Photocopy of the License Certificate of the Structural Engineering software to be used in the evaluation process.
- C. The consultant shall preferably be based locally (Tacloban City or nearby municipalities) for ease of access.
- D. The consultant shall also demonstrate and show proof that he and his company have been involved in multiple government-procured structural consultancy projects in the past.
- E. The consultant shall also submit documents pertaining to his/her consultancy business.

## **IX. RESPONSIBILITIES OF EVSU**

### **The Project Management Office and BAC shall:**

1. Receive/review/evaluate/recommend approval of the methodology and tests to perform within five (5) calendar days from receipt thereof;
2. Receive/review/evaluate/recommend approval of documents pertaining to the engineering and technical studies within five (5) calendar days from receipt thereof;
3. Receive/review/evaluate/recommend approval of documents pertaining to the site analysis and investigation within five (5) calendar days from receipt thereof;
4. Receive the detailed engineering activities/work plan and schedule for the proposed building.
5. Give prompt notice to the CONSULTANT if there is any defect, modification, or change in the project scope;
6. Notify the CONSULTANT of its designated contracts;
7. Provide the CONSULTANT access to EVSU facilities, subject to approval by the Head of Procuring Entity (HOPE), to enable the CONTRACTOR to perform their assigned tasks.
8. Provide the consultant with specific information and description about the location, particularly its boundaries and limits.

### **The HOPE shall:**

1. Act within Five (5) days on the proposed methodology and tests to perform as recommended by the BAC, for review and evaluation; and
2. Act within Five (5) days on the proposed methodology and tests to perform with the corresponding costs and related documents, subject to review and evaluation.





**X. SERVICE LEVEL AGREEMENT**

EVSU shall maintain a Service Level Agreement (SLA) with the CONSULTANT, with provisions for liquidated damages in case of their non-compliance. The Liquidated Damages are equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of Liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, with prejudice to other courses of action or remedies open to it.

**XI. CONTRACT IMPLEMENTATION**

As a rule, contract implementation guidelines for the consultancy service shall comply with Annex "B" of the IRR of RA 9184, as amended. The following provisions shall supplement the procedures specified in Annex "B".

**Hiring of Consultants**

1. Consultants shall be hired on the basis of their proven expertise, experience, and capability. Under certain conditions provided herein, cost may be included as a factor in the selection of consultants. In order to manifest trust and confidence in and promote the development of Filipino consultancy, Filipino consultants shall be hired whenever the services required for the project are within the expertise and capability of Filipino consultants: Provided, however, that in the event Filipino consultants do not have the sufficient expertise and capability to render the services required under the project, as determined by the Head of the Procuring Entity, foreign consultants may be hired.
2. In the hiring of foreign consultants, all pertinent laws and regulations of the Philippines shall be followed.
3. Technology and knowledge transfer to the procuring entity shall be required in the provision of consulting services, where applicable.

**XII. WARRANTIES OF THE CONSULTANT**

1. The CONSULTANT warrants that it shall conform strictly to the terms and conditions of these Terms of Reference.
2. The CONSULTANT warrants, represents, and undertakes the reliability of the service and that their manpower complement is hardworking, qualified/reliable, and dedicated to doing the service required to the satisfaction of EVSU. It shall employ highly skilled, well-behaved, and honest employees with ID displayed conspicuously while working within the university premises. The CONSULTANT shall not employ EVSU employees or their relatives to work in any category of the project whatsoever.
3. The CONSULTANT shall comply with the laws governing employees' compensation, PhilHealth, Social Security, and/or labor standards and other laws, rules, and regulations applicable to its personnel employed on account of contracted services. The CONSULTANT shall pay its personnel not less than the minimum wage and other benefits mandated by law.
4. The CONSULTANT, in the performance of its services, shall secure and maintain at its own expense all registration, licenses, or permits required by National or Local Laws and shall comply with the rules, regulations, and directives of the Regulatory Authorities and Commissions.





5. The CONSULTANT's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices.
6. The CONSULTANT shall coordinate with EVSU Project Management Office personnel in the performance of their jobs.
7. The CONSULTANT shall be liable for loss, damage, or injury that may be due directly to the fault or negligence of its personnel. It shall assume responsibility thereof, and the EVSU shall be specifically released from any responsibility arising therefrom.
8. The CONSULTANT shall neither assign, transfer, pledge, nor subcontract any part or interest therein.
9. The CONSULTANT shall render service at no cost to EVSU in case of any extension of the contract duration.

### **XIII. ESTIMATED BUDGET FOR THE CONTRACT AND TERMS OF PAYMENT:**

#### **A. FEE**

For and in consideration of the faithful, satisfactory and full performance of all the works and requirements under this contract, EVSU agrees to pay the Consultant the **3 HOLES SOIL BORING TESTS (GEOTECHNICAL INVESTIGATION)** an amount not exceeding the Approved Budget for the Contract of ***Two Hundred Seventy Thousand Pesos (PHP 270,000.00)*** after observance of the required procedures in compliance with the Government Procurement Reform Act (Republic Act No. 9184) and Government Accounting and Auditing Manual.

#### **B. Eligibility Requirements**

Requirements shall conform to the applicable provisions of Annex "B" 4 of the revised IRR of RA 9184, as amended.

To be eligible to participate in the public bidding, a prospective Consultant must pass the following criteria:

- 1.) The Consultant must have signified its intention to participate in the public bidding pursuant to the provisions of the IRR of RA 9184, as amended, as per the published invitation to Submit Bids/ Proposals.
- 2.) Financial Capability: The prospective Consultant must meet the Financial Contracting Capacity to undertake the project, as determined through the following formula:

Net Financial Contracting Capacity (NFCC). This will establish the value or cost of the project that the Contractor can undertake. The NFCC is computed as follows.

$$NFCC = (\text{Current assets minus current liabilities}) - (\text{value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started.})$$

- 3.) Experience and Track Record Requirements:
  - The prospective Consultant must have completed a single contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the National Statistics Office (MSO) consumer price indices,





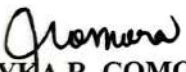
must be at least fifty percent (50%) of the Approved Budget of the Contract (ABC) of the specified project. *The Contract Similarity shall be defined as similar to the Major Category of Works as indicated in the Scope of Works, including its specific items of work herein provided.*

- 4.) Background and Performance Check: The BAC must ensure that a thorough background investigation have been conducted on the prospective Consultant to gain as much information possible pertinent to the identity of the prospective Consultant, its completed and ongoing projects, financial capability, track record for the past five years, as well as its reputation.
- 5.) Consultant who meet all of the above-cited criteria shall be considered as eligible Bidders to participate in the procurement of specific project(s) pursuant to the provisions of the IRR of RA 9184, as amended.

#### **IX. ASSISTANCE TO BE PROVIDED BY THE CLIENT**

The Eastern Visayas State University shall ensure that the Consultant has access to all relevant information necessary to the performance of the above services. The Consultant is expected to provide office space and equipment and all other resources for completing the service.

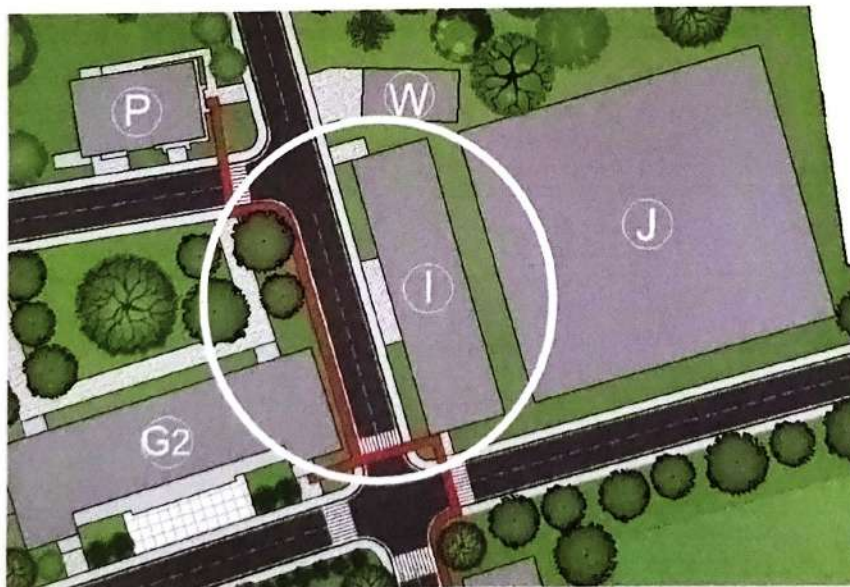
Prepared by:

  
**EnP LYKA R. COMORA, MM**  
Head, Planning and Development Office



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Burauen, Leyte

**EVSU BURAUEN CAMPUS**



*"Building Globally Competitive Professionals"*

BRGY. SAN DIEGO, POBLACION IX, BURAUEN LEYTE

Email: [burauen.campus@evsu.edu.ph](mailto:burauen.campus@evsu.edu.ph) | website: [www.evsu.edu.ph](http://www.evsu.edu.ph)