



REPUBLIC OF THE PHILIPPINES
Province of Bulacan
CITY GOVERNMENT OF MALOLOS

BIDS AND AWARD COMMITTEE

REQUEST FOR QUOTATION

**Consulting Services for Preparation/Updating of Comprehensive Land Use Plan (CLUP),
Zoning Ordinance (ZO) and Comprehensive Development Plan (CDP)**

Date: January 11, 2017

RFQ No. 2017 – 01- 01

To : All Eligible Bidders

The City Government of Malolos, through its Bids and Award Committee (BAC) invites consultants and consulting firms to bid for the hereunder project in accordance with Section 53.9 of the IRR of R.A. no. 9184.

Name of Project : Preparation/Updating of Comprehensive Land Use Plan (CLUP),
Zoning Ordinance (ZO) and Comprehensive Development Plan (CDP)

Brief Description : To provide a planning framework to promote and guide the development process in the City of Malolos in a sustainable manner through the preparation and updating of a long-term comprehensive land use plan, zoning ordinance, planning environment and comprehensive development plan.

Approved Budget : Eight Hundred Thousand Pesos
For the Contract (ABC): (Php 800,000.00)

Contract Duration : Ten (10) months

Prospective consultants shall accomplish, provide correct and accurate information and submit the following:

1. Duly signed Price Quotation Form (**Annex "A"**).
2. Provide updated curriculum vitae and photocopy of valid PRC license which should include pertinent information that will be used for the evaluation.
 - a. Track record
 - b. Similar projects handled (completed and on-going in the area of urban planning)
 - c. Experience working with government agencies
 - d. Academic and other credentials

Complete requirements should be submitted not later than **10:00 a.m.** on **January 18, 2017**.

Attached as **Annex "B"** is the Terms of Reference for the abovementioned project.

Open quotations may be submitted, manually at the Human Resource Management Office/BAC Secretariat, 3rd Floor City Hall Building, City of Malolos or through electronic mail bacmaloloscity@yahoo.com.

Price quotations/offer must be valid for a period of thirty (30) calendar days from the date of submission.

Award of Contract shall be made to the bidder with the highest rated credentials which complies with the minimum qualifications and other terms.

The Bids and Awards Committee of the City Government of Malolos reserves the right to accept or reject any or all proposals/quotations and to impose additional terms and conditions as it may deem proper.

For further information, please refer to Mr. MARK LESTER S. SANTOS, City Human Resource Management Officer/BAC Secretariat, 3rd Floor City Hall Building, City of Malolos, Bulacan, at telephone number (044) 791-1755

Very truly yours,

(Original Signed)

Atty. RIZALDY L. MENDOZA
BAC - CHAIRPERSON

PRICE QUOTATION FORM

Date

BIDS AND AWARD COMMITTEE

City Government of Malolos
City of Malolos

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is my quotation for the services as follows:

Unit	Description	Bidder's Price Proposal
One (1) Lot	Consulting Services for the Preparation/Updating of Comprehensive Land Use Plan (CLUP), Zoning Ordinance (ZO) and Comprehensive Development Plan (CDP) <ol style="list-style-type: none"> 1. Review of relevant studies 2. Preparation of sectoral studies/planning environment 3. Preparation of Comprehensive Land Use Plan (CLUP) Getting organized/Identifying stakeholders, Setting the vision, Analyzing the situation, Setting goals and objectives, Generating development options and selecting preferred option and spatial strategies 4. Preparation/drafting the Zoning Ordinance (ZO) 5. Preparation of Comprehensive Development Plan (CDP) 6. Summary of Expected Outputs/Submission of reports 	
	Grand Total:	

AMOUNT IN WORDS:

The above-quoted price prices are inclusive of all cost and applicable taxes.

Very truly yours,

Name of Consultant
Signature over Printed Name

TERM OF REFERENCE

Consulting Services for Preparation/Updating of Comprehensive Land Use Plan (CLUP), Zoning Ordinance (ZO) and Comprehensive Development Plan (CDP)

I. RATIONALE

With the rapid progress and development of City of Malolos is experiencing, the need to have an updated plan that will guide its people towards sustaining this development is imperative. Section 20 (c) of Republic Act 7160, also known as The Local Government Code of 1991, states that the local government unit shall, in conformity with existing laws, continue to prepare their respective comprehensive land use plans (CLUP) enacted through zoning ordinances which shall be the primary and dominant bases for the future use of land resources.

It was further reiterated in the Memorandum Circular 2003-30 of the Department of Interior and Local Government (DILG), reminding all Local Government Units to continue to formulate, update and revise their CLUPs.

After completing the comprehensive land use plan, a comprehensive development plan (CDP) must be prepared covering the five development sectors namely: social, economic, environment, physical/infrastructure and institutional. Considered as a medium-term plan, it should contribute to the attainment of the physical development goals or spatial objectives articulated in the CLUP. The preparation of CDP is required under section 106 of the Local Government Code of 1991, where each local government unit is mandated to prepare a comprehensive multi-sectoral development plan to be initiated by its local development council and approved by its sanggunian.

In line with the above mandates, the comprehensive land use plan and comprehensive development plan for City of Malolos will address the needs of its people in relation to land use planning, infrastructure development, community facility requirements, housing needs, and other development activities phased over the next decade period.

II. OBJECTIVES

The primary objective of the engagement is to provide a planning framework to promote and guide the development process in the City of Malolos in a sustainable manner through the preparation/updating of a long-term comprehensive land use plan and medium-term comprehensive development plan. More specifically, the project is concerned with the following:

- Assist the City of Malolos in preparation/updating its Sectoral Studies (Planning Environment), Comprehensive Land Use Plan (CLUP), Zoning Ordinance (ZO) and Comprehensive Development Plan (CDP);
- Assist the City in identifying programs and projects that will respond to the realization of the plan;
- Ensure public participation in the planning process; and
- Provide learning experience to the technical staff and local officials of the City.

III. SCOPE OF WORK / DELIVERABLES

The project shall entail the following engagement:

A. The City Government of Malolos, represented by its Mayor, HON. CHRISTIAN D. NATIVIDAD, shall:

1. Provide the necessary data and/or information available and can be sourced from the different departments of the City Government;
2. Assist in the facilitation of the public consultation, review and approval of the Land Use Plan;
3. Review and approve the proposal and schedule of the Planning Team;
4. Make available to the Planning Team the corresponding amount according to the schedule stated in this TOR.

B. The Planning Team shall undertake the necessary study and prepare the following deliverables for review, consideration, approval and appropriate endorsement by the Sangguniang Panlungsod and the City Mayor;

1. Review of Relevant Studies

The preparation/updating of the long-term comprehensive land use plan (CLUP) for the City of Malolos, Province of Bulacan shall be consistent with the higher-level plans such as the Medium-Term Philippine Development Plan (MTPDP), the Regional Physical Framework Plan (RPF), Regional Development Plan (RDP), Provincial Development and Physical Framework Plan (PDPFP), Provincial Development Plan (PDP), national policies and priorities that is deemed applicable to the City.

The review of these plans will guide the Planning Team in their assessment on the relative impacts of these plans on the development and growth of Malolos. Also, the examination will ensure that the CLUP will complement and are consistent with the said higher-level plans.

2. Preparation of Sectoral Studies (Planning Environment)

The Planning Team shall prepare the Sectoral Studies or Planning Environment (PE) of the City of Malolos as component of the Comprehensive Land Use Plan. The PE generally focuses on the socio-economic characterization and physical profiling of the city. The PE also portrays information in different dimensions through sectoral - temporal presentation of data. This includes various thematic and analytical maps. This will enable the Planning Team to make more meaningful analysis and observations in the planning area.

Understanding the planning area through the sectoral studies also entails identifying development problem situations, as well as constraints and opportunities more systematically. Hence, the following sectors will be included in the analysis for the preparation of the PE:

Social Sector. The social sector shall include an analysis of local population in terms of its state of well-being, social services needed such as health, education, housing, welfare, recreation, protective services, etc.. Gender concerns and those of vulnerable groups are also analyzed by this sector.

Economic Sector. This is an analysis on the local economy of the City in terms of the level of contributions among the various activities under the primary, secondary and tertiary economic sectors.

Physical-Infrastructure-Utilities Sector. An inventory and analysis of existing roads and bridges, transport and road network systems, sewerage and drainage, power, telecommunications, water supply, and solid waste management facilities will be included in this sector.

Environmental Management Sector. Analysis of this sector shall include an analysis of the quality of land, air and water resources in the City and how these are covered and protected. This sector shall also cover disaster risk and vulnerability assessment in response to the challenges of climate change.

Institutional Development and Public Finance. The analysis shall focus on the local administrative and financial systems of the City. An assessment on the processes involved in local planning, budgeting administration and fiscal management capability will also be included.

3. Preparation of Comprehensive Land Use Plan (CLUP)

As a policy guide for the regulation of land uses throughout the territorial jurisdiction of the City, the CLUP shall be prepared encompassing the entire territorial limit of the LGU. The CLUP shall classify the land uses of the City according to the four broad policy areas namely settlements (areas for living), production (areas for making a living), infrastructure (areas taken up by infrastructure to connect and support the two areas), and protected areas (areas for life support systems). The four broad policy areas taken together would have no part of the territory uncovered. Disaster risk and vulnerability assessment shall also be considered in determining suitable areas for urban expansion and areas that should be restricted from development. This is in response to the increasing pressure of climate change impacts that greatly influence the way we manage our land resources.

With the advent of Geographic Information System (GIS), various thematic maps shall be accomplished and analytical maps will be generated through sieve analysis. These techniques will be employed to identify decision zones, areas for development and expansion.

The creative combination of the built (settlements, production and infrastructure) and unbuilt environment (protection areas) will constitute the generation of alternative land use options. These options aim to control the shape, direction and intensity of the built environment so as to preserve and conserve the unbuilt one. In consultation with the various stakeholders in the community, the Planning Team shall formulate selection criteria to evaluate the generated land use options.

Using the generated land use option, extensive consultations with the concerned stakeholders through meetings will be organized. These will further critique the options and a preferred land use pattern shall be defined. This pattern will demonstrate areas for development and future expansion, and areas needing protection, conservation and rehabilitation.

After the desired spatial strategy has been chosen, the CLUP will now be put in final form. The output will be an indicative map showing the various elements and their preferred locations. A complete output is a written report with details of the chosen strategy of which the map forms a part.

4. Preparation of Zoning Ordinance (ZO)

As an implementing tool of the CLUP, the Planning Team shall prepare the Zoning Ordinance (ZO) of the City that shall be adopted by the Sangguniang Panlungsod (SP). This shall prescribe reasonable limits and restraints on the way people use their land based on the spatial direction and policies prescribed in the CLUP.

The preparation of the Zoning Map shall be in accordance with the prescribed standards of the Housing and Land Use Regulatory Board (HLURB) in terms of color and feature presentations.

5. Preparation of Comprehensive Development Plan (CDP)

After preparing the CLUP and ZO, the planning team shall prepare the comprehensive development plan (CDP) subsequent to DILG Memorandum Circular 2008-156. In adherence to sectoral planning process, the CDP shall ensure harmonization of local planning, investment programming, budgeting and revenue generation which are enunciated in the rationalized planning system and JMC No. 001, S 2007.

6. Summary of Expected Outputs / Time Frame / Payment Schedule

Expected Outputs:

Summarizing, the expected outputs from the Planning Team are the following draft documents with the corresponding time frame commencing upon the issuance of the Notice to Proceed:

- Sectoral Studies (Planning Environment) (2 draft copies submitted 4 months from the issuance of Notice to Proceed)
- Comprehensive Land Use Plan (Long-term) (2 draft copies submitted 8 months from the issuance of Notice to Proceed)
- Zoning Ordinance (Long-term) (2 draft copies submitted 9 months from the issuance of Notice to Proceed)
- Comprehensive Development Plan (Medium-term) (2 draft copies submitted 10 months from the issuance of Notice to Proceed)

Aside from the hard copies of the draft reports, the Planning Team shall submit electronic copies of all the report in CD in MS Word format or pdf format. These CDs shall also contain all the maps, photos, charts and figures.

Changes to the time schedule to complete any additional or less work subsequently agreed to shall be approved by the City Government and the Planning Team.

Proposed Timetable of Activities

ACTIVITY	MONTH									
	1	2	3	4	5	6	7	8	9	10
I. Sectoral Studies / Planning Environment										
II. Comprehensive Land Use Plan and Zoning Ordinance										
A. Getting Organized / Identifying Stakeholders										
1. Prepare work program, budget, staffing (teams) - TOR										
2. Organize planning teams/ Technical Working Group (TWG) - Executive Order (EO) / Administrative Order										
3. Brief Orientation Meeting with SP, Local Development Council (LDC), Planning Teams & TWGs										
C. Setting the Vision										
D. Analyzing the Situation										
E. Setting Goals and Objectives										
F. Generating Development Options and Selecting Preferred Option and Spatial Strategies										
G. Preparing the Land Use Plan (Detailing of Preferred Strategy)										
H. Drafting the Zoning Ordinance										
I. Conducting Public Hearings										
III. Comprehensive Development Plan (CDP)										

IV. REPORT SUBMISSIONS

The Planning Team shall provide regular progress reports summarizing progress in the services rendered, outlining problems and constraints encountered as necessary, and presenting issues for the Client's decision as required. Copies of the said progress report shall be furnished to the City Planning and Development Office.

V. TERMS OF PAYMENT

Payments shall be based on the schedule and budgetary requirement in this terms of reference. However, if at any time during the progress of the work the Planning Team considers the fee will be exceeded by either unforeseen event or changes in the terms by the group, the Planning Team shall immediately provide the client with the complete details.

VI. OTHER PROVISIONS

This TOR becomes effective on the date of the last signature below and remains in effect until all the deliverables were completed and submitted as specified unless terminated or extended. This TOR may be amended or extended by mutual written consent of the participants.