



OPERATIONS AND MAINTENANCE OF THE NEW CLARK CITY SPORTS COMPLEX

**PRE-BID CONFERENCE
17 JUNE 2021**





**NEW
CLARK
CITY**



Athletics Stadium

The Residence S

Athletes' Village

UP-PGH Polyclinic

Government Building

Commercial Facility

River Park

Aquatics Center

NGAC Facilities

NEW CLARK CITY



Athletics Stadium

The Athletics stadium is a 20,000-seater Olympic stadium with a 9-lane 400-m track and field oval and a 4-lane warm-up track.

The stadium meets the global standards of the International Association of Athletics Federations (IAAF).



Aquatics Center

The Aquatics Center is a Fédération Internationale de Natation (FINA)-certified facility with 2,000-seater arena, a 10-lane Olympic-size swimming pool, a diving pool, and a warm-up training pool.



Athletes' Village

A 525-unit PWD-friendly accommodation facility for national athletes, coaches, and visitors complete with training and fitness facilities, a library and a conference room on every floor, kitchen and dining area, basketball court, swimming pool, and deck gardens



The Residences

For Government Agencies & Employees

- 516 housing units
- 5 Residential Buildings (1 to 3 Bedrooms plus Executive Room)

Complete Amenities

- Admin Building
- Community Center
- Swimming Pool with Shower Room
- Parking Lots
- Basketball & Volleyball Court
- Garden Area
- Sewage Treatment Plant



River Park

This is a 1.4-km corridor with bikeways, jogging paths, amphitheaters, and spots for wellness activities like taisō and yoga.

It has a 4.5-hectare no build zone

New Clark City

Riverpark



New Clark City

Riverpark

Spirits emerging from the river
Bea Valdes

New Clark City

Riverpark

Viewing Pods
Kenneth Cobonpue



New Clark City


Riverpark

Domes Village
Bernardo Pacquing





NATIONAL GOVERNMENT ADMINISTRATIVE CENTER PHASE 1A & 1B

OPERATIONS AND MANAGEMENT

-  NGAC Phase 1
Joint Venture
-  BCDA
-  UP PGH
Operations & Management
-  STP
(for turn-over to Prime Water)

PROPERTY BOUNDARIES

-  NGAC PHASE 1A
40 Hectares
-  NGAC PHASE 1B
22.8 Hectares

TEMPORARY
PARKING
AREA

AQUATICS
CENTER

MARKETING/
COMMERCIAL

GOVERNMENT
RESIDENCES

ATHLETES
VILLAGE

STP

UP PGH
POLYCLINIC

IOC

WARM-UP
TRACK

ATHLETICS
STADIUM

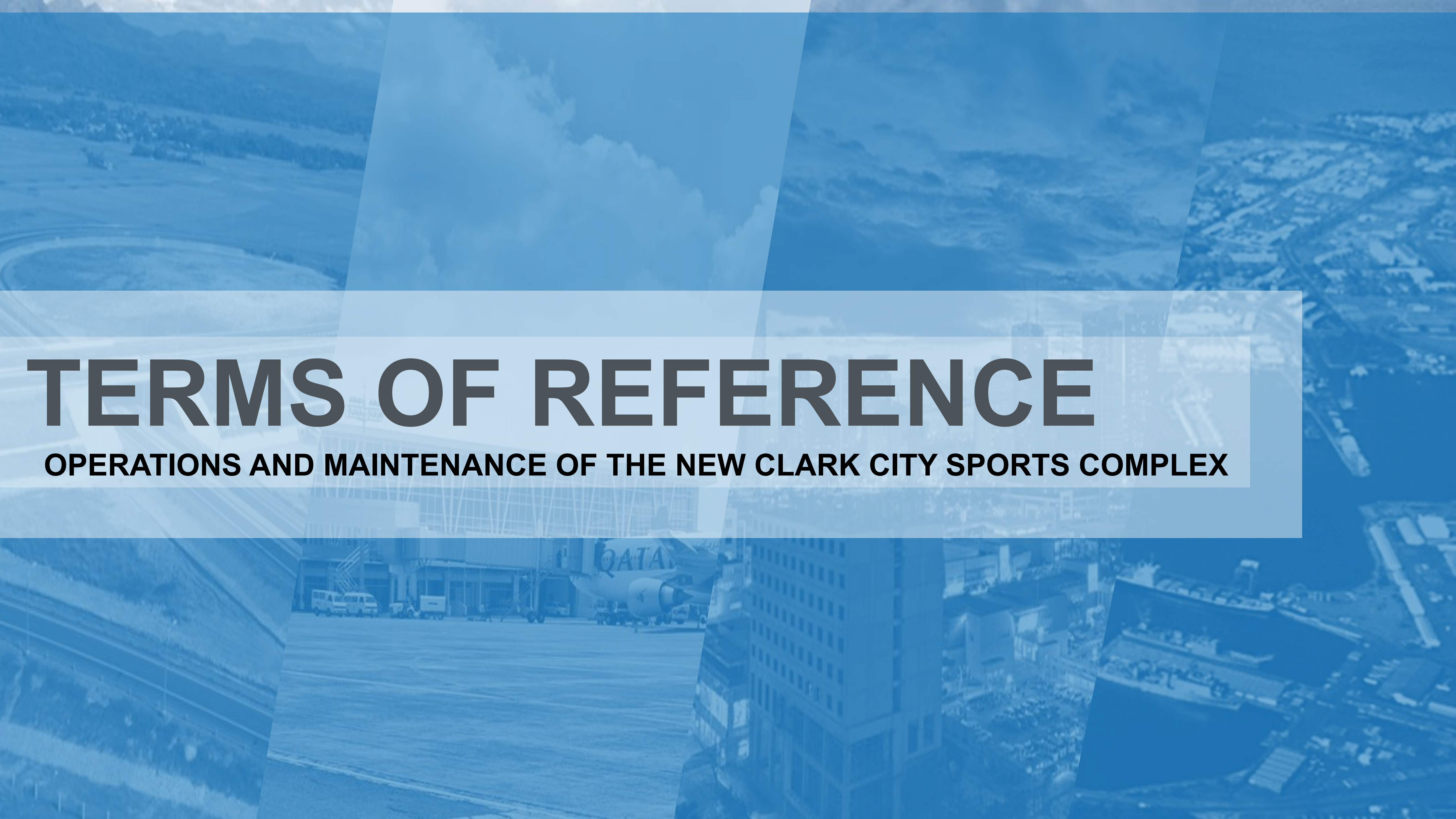
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NATIONAL GOVERNMENT ADMINISTRATIVE CENTER PROJECT MANAGEMENT OFFICES

-  BCDA PMO
-  NGAC Phase 1
Joint Venture
-  Filipinas Dravo
(CMS)
-  TCGI Offices
(Independent Consultant)

0 10
Meters



TERMS OF REFERENCE

OPERATIONS AND MAINTENANCE OF THE NEW CLARK CITY SPORTS COMPLEX

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

PURPOSE

The Property Management of the Sports Facilities includes all the aspects of the operation, conduct of business, and day-to-day administration and management.

MANAGED PROPERTY

- Aquatic Center
- Athletics Stadium
- Athletes' Village
- Parks and Site Development

TERM

EIGHTEEN (18) MONTHS starting from the issuance of the Notice of Award

SERVICES

- General Management
- Building Operations
- Administrative Services
- Financial Services
- Emergency Support Services

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

SCOPE OF WORK

General Management

The MANAGER shall have an shall have over-all responsibility for the day-to-day management and maintenance services of the Common Areas of the MANAGED PROPERTY and its facilities fully supported by on-site full-time personnel. The MANAGER shall also supervise on site staff and carefully monitor its contracted agencies for compliance with set standards and contracts.

Building Operations

The MANAGER shall have technical and engineering functions, including service contractors' operations, safety provisions, monitoring of fit-out and implementation of fit-out guidelines

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

SCOPE OF WORK

Administrative Services

The MANAGER shall provide administrative services at the MANAGED PROPERTY, including supervision of services' contractors, management of car parking operations, security, housekeeping and Service Desk operation.

Financial Services

The MANAGER shall cover all finance and accounting related function, including reportorial obligations.

Emergency Support Services

The MANAGER shall provide support services in Emergency cases (Natural Disasters, Fires, etc.) and will be actively involved in emergency situations and will closely coordinate with BCDA.

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

SCOPE OF WORK

The services excludes the operations and maintenance of highly specialized equipment and facilities inside the Sports Facilities which require licensed or technical staff, which shall be for the account of BCDA.

EXCLUSIONS

Technical officiating during sports events are also excluded, and shall be the responsibility of the BCDA, or the lessees, events organizers and/or actual users of the respective Sports Facilities.

The services also do not cover major repairs of the facilities beyond the required usual maintenance services as required in the TOR.



SALIENT FEATURES OF THE TOR

PROPERTY MANAGEMENT AGREEMENT FOR THE NCC SPORTS FACILITIES

Minimum Qualifications The MANAGER must possess the following minimum qualifications:

- a) Must be a Filipino citizen / sole proprietorships, partnerships, or organization with at least 60% interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organization of a country laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183;
- b) At least five (5) years' experience in Property Management; and
- c) Must have completed, within the last three (3) years from the date of submission and receipt of bids, a Contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC.

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

MINIMUM MONTHLY JANITORIAL AND MAINTENANCE SUPPLY ON STOCK

Item No.	Description	Quantity	Total
Facility Management and Housekeeping Services			
1	Maintenance Personnel		19
1.1	Facilities Manager	1	
1.2	Deputy Facilities Manager	1	
1.3	Administrative Assistant	1	
1.4	Facilities Engineer	3	
	1. Civil Engineer		
	2. Electrical Engineer		
	3. Electronics and Communications Engineer		
1.5	Senior Technician	1	
1.6	Electrician	3	
1.7	Painter	1	
1.8	Mechanical / AC Technician	2	
1.9	Plumber	2	
1.10	Welder	1	
1.11	Carpenter / Mason	2	
1.12	Receptionist – Athletes Village	1	

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

MINIMUM MONTHLY JANITORIAL AND MAINTENANCE SUPPLY ON STOCK

Item No.	Description	Quantity	Total
Facility Management and Housekeeping Services			
2	Housekeeping and Janitorial Services		48
2.1	Supervisor / Overall supervision of the following premises: 1. Athletes' Village 2. Aquatics Center 3. Athletics Stadium	3	
2.1	Housekeeping Personnel		
	Place of Assignment: Athletes' Village	15	
	Place of Assignment: Aquatics Center	10	
	Place of Assignment: Athletics Stadium	14	
	Place of Assignment: River Park Corridor and Site Development	6	

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

MINIMUM MONTHLY JANITORIAL AND MAINTENANCE SUPPLY ON STOCK

Item No.	Description	Quantity	Total
Facility Management and Housekeeping Services			
3	Maintenance Services		
	Athletes' Village	1 lot	
	Aquatics Center	1 lot	
	Athletics Stadium	1 lot	
	River Park Corridor and Site Development	1 lot	
4	Maintenance Supplies		
	Athletes' Village	1 lot	
	Aquatics Center	1 lot	
	Athletics Stadium	1 lot	
	River Park Corridor and Site Development	1 lot	
5	Taxes and Permits (per Facility)	1 lot	

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

MINIMUM MONTHLY JANITORIAL AND MAINTENANCE SUPPLY ON STOCK

No.	PARTICULARS
1	Two-way radios
2	Floor Polisher
3	Trash bins
4	Hand Trolley/Housekeeping Cart
5	Mop Squeezer
6	Soft Broom
7	Dust pan
8	Rubber gloves
9	Mop Handle with Mop Head
10	Janitorial Belt Bag
11	Toilet Swab
12	Plastic Spray Gun

No.	PARTICULARS
13	Toilet plunger
14	Wet floor Sign
15	Pranela
16	Trash Bags (XL), black
17	Trash Bags (Medium), black
18	Flexible Steel Leaf rake
19	Trash Bin Cart
20	Glass Cleaner (squeegee)
21	Floor Cleaner Disinfectant
22	Toilet Bowl Cleaner
23	Powdered/liquid soap
24	Liquid Hand Soap

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

MINIMUM MONTHLY JANITORIAL AND MAINTENANCE SUPPLY ON STOCK

No.	PARTICULARS
25	Air Freshener
26	Furniture polish (shine-up)
27	Liquid Glass Cleaner
28	Tissue Paper
29	Paper Towel
30	Face Mask
31	CR rags
32	Long broom for cobweb
33	Broom stick
34	Raincoats
35	Rain boots
36	Wheel borrow
37	Vacuum Cleaner

The background of the slide is a collage of blue-tinted aerial photographs. On the left, there's a view of a large stadium with a distinctive roof structure. In the center, a Qatar Airways airplane is parked on an airport tarmac. On the right, there's a dense urban cityscape with numerous buildings. The entire image is overlaid with semi-transparent blue geometric shapes, including a large vertical rectangle and several diagonal trapezoidal shapes.

BID PARAMETERS

OPERATIONS AND MAINTENANCE OF THE NEW CLARK CITY SPORTS COMPLEX

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

Procedure for the Evaluation of Bids

The objective of BCDA for this Project is to select the best MANAGER with extensive experience and expertise in property management.

The procurement of the MANAGER shall be in accordance with the procedures set in IRR of the Republic Act No. 9184.

PhP 103,000,000.00, inclusive of applicable taxes and fees

Approved Budget of Contract

Payment of the Contract Price shall be paid by BCDA to the MANAGER every month, upon submission and approval of supporting documents acceptable to BCDA, in accordance with generally accepted accounting and auditing rules and regulations

The background of the slide is a blue-tinted aerial photograph of a city. In the lower-left quadrant, a large stadium with a distinctive white, lattice-like roof structure is visible. To its right, on an airfield, a Qatar Airways aircraft is parked at a gate. The rest of the image shows a dense urban landscape with various buildings and streets. The text is overlaid on a semi-transparent white rectangular area in the center of the image.

ELIGIBILITY REQUIREMENTS

OPERATIONS AND MAINTENANCE OF THE NEW CLARK CITY SPORTS COMPLEX

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

ELIGIBILITY REQUIREMENTS

- a) Must be a Filipino citizen / sole proprietorships, partnerships, or organization with at least 60% interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organization of a country laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183;
- b) At least five (5) years' experience in Property Management; and
- c) Must have completed, within the last five (5) years from the date of submission and receipt of bids, a Contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC.

Similar Contract pertains to the Management of a Property of at least 10 hectares in size

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

NOMINATED KEY PERSONNEL

No.	Key Personnel	Minimum Required
1.	Facilities Manager (Licensed Civil Engineer with at least 5 years' work experience)	1
2.	Deputy Facilities Manager (Licensed Engineer with at least 3 years' work experience)	1
3.	Administrative Assistant (with at least 3 years' work experience)	1
4.	Civil Engineer (Licensed Civil Engineer with at least 3 years' work experience)	1
5.	Electrical Engineer (Licensed Electrical Engineer with at least 3 years' work experience)	1
6.	Electronics and Communications Engineer (Licensed Electronics and Communications Engineer with at least 3 years' work experience)	1

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

REMINDERS FROM THE BAC

- The bidder should have at least one (1) key personnel nominated for each position and that nominated key personnel should not be nominated to another position.
- Nominating two (2) personnel then adding/combining their work experience to qualify/satisfy the required number of years of experience for one (1) position, is not acceptable.
- The work experience of the nominated personnel should be for the position he/she is nominated for, i.e. if the engineer is nominated as a Facilities Manager, he/she should have an experience of at least five (5) years as Facilities Manager and should be a licensed engineer.
- The work experience of the nominated personnel shall not be counted if he/she is not licensed during the time when he/she gained the experience required of the position where he/she is nominated.
- The bidder which has a nominated key personnel whose number of years of experience lacks even just one (1) day of the required experience shall be disqualified

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

FIRST ENVELOPE (Technical Proposal)

Eligibility Documents

1. PHILGEPS Certificate of Registration under Platinum Membership or Class “A” Eligibility Documents: or,

- Registration Certificate from Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives
- Current & Valid Mayor’s/Business Permit, if expired a copy of the expired Mayor’s Permit and the Official Receipt as proof that the bidder has applied for renewal of the permit issued by the city or municipality where the principal place of business of the prospective bidder is located
- Valid Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR

In case the bidder opted to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

REMINDERS FROM THE BAC

- Submission of Photocopied (Xerox/Scanned) Documents

All xeroxed or scanned documents being submitted as supporting documents must be clear and readable. Also, the entire document being copied is completely captured.

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

ELIGIBILITY REQUIREMENTS

- **(SF-G&S-19A) Statement of all its ongoing 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 (see *Appendix “1”*) duly signed by authorized representative; and
- **(SF-G&S-19B) Statement of Single Largest Completed Contract (SLCC)** similar in nature to the contract to be bid equivalent to at least fifty percent (50%) of the ABC within **five (5) years** from the date of submission and receipt of bids (see *attached Appendix “2”*) duly signed by authorized representative

NEW CLARK CITY SPORTS COMPLEX

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ELIGIBILITY REQUIREMENTS

The two (2) statements required shall indicate for each contract the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of Goods;
- For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- date of delivery; and
- end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

The Statement of all ongoing contracts requirement is merely a "statement" of all ongoing contracts. It refers to a "statement" to be made by the bidder relative to all its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.

The Statement of SLCC to be submitted by the bidder shall attach ANY of the following proof:

- end user's acceptance; or
- official receipt of the last payment received; or
- sales invoice

NEW CLARK CITY SPORTS COMPLEX

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ELIGIBILITY REQUIREMENTS

Bid Security in ANY of the following:

- **Cash or Cashier's/Manager's Check** issued by a Universal or Commercial Bank (2% of the ABC) or;
- **Bank Draft/Guarantee or Irrevocable Letter of Credit** issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (2% of the ABC) or;
- **Surety Bond** with a Certificate from the Insurance Commission (5% of the ABC); or
- **Notarized Bid Securing Declaration** (*see Appendix "3"*)

The bid security shall be valid for one hundred twenty (120) calendar days from date of bid opening.

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

ELIGIBILITY REQUIREMENTS

Conformity with Technical Specifications, Section VII

- **Statement of availability of Key Personnel** (*see Appendix “4”*)
- **Summary of Nominated Key Personnel** (*see Appendix “5”*)
- **CV of Nominated Key Personnel** (*see Appendix “6”*)

Conformity with Schedule of Requirements, Section VI

Notarized Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184, and using the form prescribed in Section VIII. Bidding Forms (*see Appendix “7”*)

The Omnibus Sworn Statement shall be accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

ELIGIBILITY REQUIREMENTS

Audited Financial Statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of submission of bid.

Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5 (Section IX, Bidding Forms) **OR** Committed Line of Credit from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.

FORMULA:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

ELIGIBILITY REQUIREMENTS

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 23.1(b) of the 2016 Revised IRR of RA 9184, if applicable.

Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents **by any** of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.

NEW CLARK CITY SPORTS COMPLEX

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ELIGIBILITY REQUIREMENTS

Other requirements, as may be applicable

(For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos) Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity

NATIONAL ACADEMY OF SPORTS PHASE 1

ELIGIBILITY REQUIREMENTS

SECOND ENVELOPE (Financial Proposal)

Financial Component

1. Financial Bid using the form prescribed in the Bid forms;
2. Bid Prices (Summary and Detailed) in the form prescribed in the Bid Forms;

Each and every page of the Bid Form shall be signed by the duly authorized representative/s of the Bidder.

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

REMINDERS FROM THE BAC

- Visiting or calling the members of the SBAC, the TWG, the Secretariat (except for administrative matters relating to the project), or anyone working for BCDA is not allowed and will not be entertained. All queries should be addressed to the SBAC Chairperson but emailed to the Secretariat. In some cases where it is necessary to talk to the Secretariat for a query, e.g., involving or pointing to a design, the query should be followed up with a written query.
- The bid documents can be accessed in the PhilGEPS and BCDA Websites. Those who have purchased the Bid Documents will be provided with soft copy of the same (PDF Format) and editable forms.
- The bidders must purchase the bid documents before they are allowed to submit their bids. They can still purchase the document until the deadline of submission.
- **Online Bid Submission is not allowed.**

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

REMINDERS FROM THE BAC

- The computation of the bid security shall be based on the Approved Budget for the Contract (ABC).
- The following documents are required to be NOTARIZED:
 - i. Omnibus Sworn Statement
 - ii. Bidder's Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement)
 - iii. Bid Securing Declaration
- The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of bid security. It is important to note, however, that although the Bid Securing Declaration does not require cash, its enforcement will include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.
- The bid should not be more than the ABC, otherwise the bidder will be disqualified.

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

REMINDERS FROM THE BAC

- NFCC Computation should be based on the Audited Financial Statements for the year 2019 using the computation provided in paragraph 5.5 of the Instruction to Bidders, and should be at least equivalent to the (ABC).
- BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

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BIDDING PROCEDURES

OPERATIONS AND MAINTENANCE OF THE NEW CLARK CITY SPORTS COMPLEX

NATIONAL ACADEMY OF SPORTS PHASE 1

BIDDING PROCEDURES

Publication of Invitation to Bid

Pre-Bid Conference

Submission of Bids: Eligibility Documents and Financial Proposal

Two (2) Step Evaluation:

Opening and Evaluation of Technical Proposal

Opening and Evaluation of Financial Proposal

Identification of the Lowest Calculated Bid

POST-QUALIFICATION

Issuance of Notice of Award and Execution of the Contract

SUBMISSION OF ELIGIBILITY DOCUMENTS

SEALING AND MARKING OF BIDS

ORIGINAL BID

ARREY A. PEREZ

Chairperson

Bids and Awards Committee for Goods

Bases Conversion and Development Authority

2/F Bonifacio Technology Center

31st st. corner 2nd ave. Bonifacio Global City, Taguig City

Bid for: **OPERATIONS AND MAINTENANCE**
NCC SPORTS COMPLEX

Submitted by: **BIDDER'S NAME** (in capital letters)
BIDDER's ADDRESS (in capital letters)

DO NOT OPEN BEFORE: 10:00 AM / 09 JULY 2021

NEW CLARK CITY SPORTS COMPLEX

OPERATIONS AND MAINTENANCE

REMINDERS FROM THE BAC

- The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock.
- Bidders may submit their bid proposal a day before the deadline for bid submission to avoid the possibility of being late for submission.
- Each and every page of the Financial Bid Form/s must be appropriately signed by the bidders or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- The BAC expects the bidders to exercise due diligence in going through the bidding documents to be able to prepare their bids intelligently.
- The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

COST AND EXPENSES OF PARTICIPATION

Prospective Bidders must pay the fee for **FIFTY THOUSAND PESOS (PhP 50,000.00)** to participate in the bidding, payable in cash or manager's check to BCDA, which payment shall be non-refundable.

Terms of Reference is available for viewing at the BCDA website.

BID EVALUATION

PRELIMINARY EXAMINATION OF BIDS

1. The BAC shall open the technical bid envelopes in public to determine each bidder's compliance with the documents required to be submitted for eligibility and for the technical requirements.
2. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed." Otherwise, the SBAC shall rate the said first bid envelope as "passed."

BID EVALUATION

PRELIMINARY EXAMINATION OF BIDS

3. Immediately after determining compliance with the requirements in the technical bid envelope, the SBAC shall forthwith open the financial bid envelope of each remaining eligible bidder whose technical bid envelope was rated “passed.”
4. In case any of the requirements in the financial bid envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC, the BAC shall rate the bid concerned as “failed.”
5. Only bids that are determined to contain all the bid requirements for both components shall be rated “passed” and shall immediately be considered for evaluation.

BID EVALUATION

DETAILED BID EVALUATION

1. The SBAC shall immediately conduct a detailed evaluation of all bids using non-discretionary criteria in considering the following:
 - a. Completeness of the bid
 - b. Arithmetical corrections

POST-QUALIFICATION

1. The Lowest Calculated Bid shall undergo post-qualification in order to determine whether the bidder concerned complies with and is responsive to all the requirements and conditions as specified in the Bidding Documents.
2. Within five (5) calendar days from receipt by the bidder of the notice from the SBAC that the bidder has the Lowest Calculated Bid, the bidder shall submit to the SBAC its latest income and business tax returns.
3. Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award: Provided , That in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the Bid Security.

POST-QUALIFICATION

4. The post-qualification shall verify, validate, and ascertain all statements made and documents submitted by the bidder with the Lowest Calculated Bid.
 - a. Legal Requirements
 - b. Technical Requirements
 - c. Financial Requirements

FAILURE OF BIDDING

The SBAC shall declare the bidding a failure when:

- a. No bids are received;
- b. All prospective bidders are declared ineligible;
- c. All bids fail to comply with all the bid requirements or fail post-qualification;
- d. The bidder with the LCRB refuses, without justifiable cause, to accept the award of contract.

QUERIES AND SUPPLEMENTAL NOTICES

BIDDING PROCEDURES

All parties who purchase the Terms of Reference may send any queries on any aspect of these documents in writing by personal delivery or electronic mail to BCDA at the following address and e-mail address:

The Chairperson

Bids and Awards Committee for Goods

Bases Conversion and Development Authority

BCDA Corporate Center

E-mail: bcda@bcda.gov.ph

Telephone: (02) 8575-1700

