

**BIDS AND AWARDS COMMITTEE FOR CONSULTANCY SERVICES (BAC-C)**

**CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE SITE DEVELOPMENT OF 100-HECTARE AREA AT BATAAN TECHNOLOGY PARK (BTP), MORONG, BATAAN**

**Bid Bulletin No. 02**

The BAC-C hereby issues the Minutes and the pdf file of the Presentation during the Pre-Eligibility Conference for the Consulting Services for the CMS for the Site Development of 100-ha area at BTP, Morong, Bataan held on 20 September 2021.

These Minutes and Presentation are integral parts of the Bid Bulletin, the Eligibility Documents (EDS) and the Terms of Reference (TOR) for the Project.

Issued this 22<sup>nd</sup> day of September 2021.

  
**AILEEN ANUNCIACION R. ZOSA**  
Chairperson, BAC-C

*Bid Bulletin No. 02 – CMS of Package 1  
September 2021/version 1*

**BIDS AND AWARDS COMMITTEE FOR CONSULTANCY (BAC-C)**

**CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION OF THE SITE  
DEVELOPMENT OF 100-HECTARE AREA IN BATAAN TECHNOLOGY PARK, MORONG, BATAAN  
BCDA Corporate Center, 2/F, Bonifacio Technology Center, BGC, Taguig City**

**20 September 2021**

**Minutes of Meeting**

Present:

**Bids & Awards Committee:**

Chairperson	EVP Aileen Anunciacion R. Zosa (via zoom)
Vice Chairperson	Atty. Fernando T. Gallardo, Jr. (via zoom)
Members	Virgil M. Alvarez (via zoom) Aristotle E. Guerrero (via zoom) Madonna M. Cinco (in another meeting)

**Technical Working Group (TWG):**

Head	Daniel Carlo M. Fabila
Members	Mark Rey DG. Batonghinog Denise Alexi D. Go

**Secretariat:**

Head	Melinda M. Docallos
Members	Lohren D. Cabellon Jule Gian Mae R. Torres

End-User	Engr. Mark Torres (via zoom) Engr. Sydney Gutierrez (via zoom)
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**Other attendees from BCDA (via zoom)**

Eduardo R. Rosqueta Jules Afficial Antonio Bautista Jonathan Manabat Merph John Luna Victor C. Luna	Consultant
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**Observers** (via zoom)

Laylord Xyrchez R. Taganas Edmar Elizon	IASD Commission on Audit
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## **Bidders' Representatives and Guests** (via zoom)

Audrey Baldoza	-	Filipinas Dravo Corporation
Christie Parco	-	Filipinas Dravo Corporation
Mariel Amoroso	-	ESCA, Inc.
Ed Amparo	-	PTCC
Bernadine Azcueta	-	PTCC
Ellea Villanueva	-	Schema Konsult, Inc.
Carol Santos	-	Schema Konsult, Inc.
Ralph Walker	-	Equinet
Armina Tingzon	-	Equinet
Christia Masbad	-	Equinet
Lucas Mangulabnan	-	Arc Lico ISI
Erold Enriquez	-	Arc Lico ISI
Raymund Eugenio	-	BSI
Bob Tenchavez	-	

### **1. Call to Order**

The Pre-Eligibility Conference for the Construction Management and Supervision (CMS) for the Site Development of 100-Hectare Area in Bataan Technology Park, Morong, Bataan was presided over by BAC-C Chairperson Aileen Anunciacion R. Zosa.

Chairperson Zosa opened the pre-eligibility conference at 9:36AM and welcomed the prospective bidders to the Pre-Eligibility Conference for the CMS of the Site Development of 100-Hectare Area in Bataan Technology Park, Morong, Bataan. She mentioned that this is Package 1 of three (3) packages. The first package is for CMS for the site development, the 2<sup>nd</sup> package is for CMS for construction of various structures and facilities and the 3<sup>rd</sup> package is for CMS for the continuation of construction of various structures and facilities. She likewise stated that as the practice of BCDA, the latter will be hiring a CMS consultant for each of the three (3) construction packages.

Chairperson Zosa introduced the BAC-C members, members of the TWG and Secretariat, the BCDA Consultant, observers from COA and IASD and other attendees from BCDA.

Ms. Docallos acknowledged the attendance of the prospective bidders' representatives to the pre-eligibility conference. Chairperson Zosa then acknowledged each and every representative present by calling out their names and the companies they represent, as it appeared on the Zoom participants' list.

Chairperson Zosa stated that the BAC-C has issued the eligibility and bidding documents as well as Bid Bulletin No. 1 for the eligibility forms. She likewise apprised the prospective bidders that BAC-C will issue all the bid documents for the eligibility stage and the bidding documents for stage 2 which is different from the previous practice where the Terms of Reference (TOR) and the Eligibility Data Sheet (EDS) were issued during eligibility stage, and the Bid Data Sheet (BDS) were separately issued after the eligibility stage and after the shortlisting of the bidders.

Chairperson Zosa mentioned that for the eligibility forms, the BAC-C will be requiring the supporting documents as part of the eligibility submission of the eligibility documents as it is provided for in RA9184 and its IRR.

### **2. Highlights of the Meeting**

Upon the instruction of Chairperson Zosa, Engr. Mark Torres presented, clearly discussed and explained the following:

- Brief background of BCDA and its mandate;
- Location and project background;
- Scope of works for construction;
- Project Details;
- Scope of Services;
- Key Personnel and the number of years required for the Project;
- Support Staff and qualification
- Mode of Payment
- Minimum Qualifications of the Consultant
- Evaluation Procedure
- Criteria for Shortlisting of the Prospective Bidder; and
- Criteria for Determination of the Highest Rated Bid

Mr. Daniel Carlo M. Fabila, TWG Head presented, clearly discussed and explained the following in relation to the reminders and requirements for the eligibility documents:

- Checklist and Tabbing Requirements;
- Eligibility Documents Submission Form;
- Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started as well as contracts where works have been completed but not yet accepted for the past 10 years;
- Summary of projects for the past 10 years;
- Consultant's References;
- Summary of CV;
- Format of CV for proposed professional staff;
- Statement if consultant specifying its nationality and confirming those who will actually perform the services are registered professionals;
- Format of the CV of the firm;
- Statement of project with at least Php 25 Million Contract;
- Format and signing of eligibility documents;
- Sealing and marking of eligibility documents; and
- Procurement Schedule

Attached is the presentation of Engr. Mark Torres and Mr. Daniel Carlo Fabila for reference purposes.

### **3. Clarifications from BAC-C Chairperson**

After the presentation of Engr. Torres and Mr. Fabila and prior to entertaining questions from the prospective bidders, Chairperson Zosa mentioned and stressed the following:

- For Package 1 and the subsequent biddings, the supporting documents will already be submitted during the submission of eligibility documents.
- Chairperson Zosa invited and encouraged all firms to participate in the bidding of the three (3) packages. The BAC-C will not prohibit the winner of Package 1 from bidding in Package 2 and 3. However, it is required that the key personnel as well as the technical staff that will be nominated for each package shall be different and distinct from each other. The bidder cannot nominate a key personnel who is already engaged in Package 1 and in any CMS package of BCDA (e.g. CMS of the Design and Build Project for the National Academy of Sports). When a key personnel is engaged as CMS



for Packages 1, 2 or 3, they should be full time to that project for the duration of their engagement with that particular project.

- If the key personnel is already engaged in Package 1, he can no longer be nominated nor engaged for Package 2 and 3. The firm can still bid for Package 2 and 3 but with the restriction that the nominated key personnel for the entire duration of his engagement for Package 1 can no longer be nominated for Package 2 and 3.

#### 4. Questions from the Prospective Bidders

- a. Ms. Audrey Baldoza of Filipinas Dravo Corporation asked whether the CVs will also be attached as supporting documents to EF10.

Chairperson Zosa replied that EF10 is just a certification of availability of key personnel to be signed by the authorized representative. She explained that this document requires the authorized representative to make a commitment that the nominated key personnel will not be engaged in any other projects for the duration of their engagement with this project. It is thus required that the certification under EF10 is notarized. However, the CVs are not required to be attached to EF10 and that the CVs will be the supporting documents for EF6.

Chairperson Zosa advised Ms. Baldoza that their key personnel for the CMS of NAS can no longer be nominated as key personnel for the Package 1 as long as it is for the duration of their engagement.

Chairperson Zosa likewise informed Ms. Baldoza that with regard to their previous concern as to the delays in the construction of the project, Chairperson Zosa stated that the CMS will be required to extend their engagement or duration because the CMS will depend on the physical accomplishment of the construction project, but without additional compensation. She however mentioned that BCDA has sent a request for an OGCC opinion on the matter whether the CMS is entitled to an additional compensation if and when the construction of the project is unduly delayed.

- b. Ms. Mariel Amoroso of ESCA, Inc. inquired whether they are required to submit the CVs for both the key personnel and support staff or for the key personnel only.

Chairperson Zosa said that this is subject of an on-going debate. She stated that due to the current circumstances, the BAC-C will not be requiring the CVs and supporting documents of the support staff in the submission of eligibility documents.

Chairperson Zosa apprised the bidders that the former BAC-C required that the supporting documents for the support staff be submitted after the negotiations. She added that in the case of Filipinas Dravo Corporation for the CMS of NAS, the BAC-C required that the same be submitted during the negotiations which was a requirement for them to be declared as the Highest Rated and Responsive Bidder (HRRB).

Chairperson Zosa emphasized that during the eligibility or shortlisting, the bidders are required to submit only the key personnel and not the support staff. The BAC-C will later decide and inform the bidders as to when is the proper time that the CVs and the supporting documents of the support staff are required to be submitted.

- c. Ms. Christie Masbad of Equinet inquired whether the bidders are required to submit the plans and methodologies as part of the EDS.

Chairperson Zosa replied that the plan of approach and methodologies are not required in the submission of the eligibility documents in Stage One (1) and that the plan of approach will be required in the submission of final bids, i.e., in Stage Two (2).

- d. Mr. Ed Amparo of PTCC asked whether they will be provided with a copy of the presentation.

Chairperson Zosa replied in the affirmative. She said that the bidders will be given a copy of the presentation in the form of a bid bulletin along with the highlights of the pre-eligibility conference.

- e. Ms. Christie Masbad raised a concern as regards the renewal of PRC licenses and asked whether they can nominate engineers that have a pending schedule for the renewal of their licenses.

Atty. Gallardo remarked that this can be allowed provided that they have a proof of renewal. Mr. Guerrero agreed to this and said that this is also allowed by GPPB.

Chairperson Zosa asked the representatives what their experiences were and if they have been having difficulties in the renewal of licenses.

Mr. Ralph Walker of Equinet said that they have experienced delays in the renewal of PRC license. Ms. Baldoza likewise mentioned that there is difficulty in securing a slot or schedule for the renewal.

Chairperson Zosa stated that for the submission of eligibility documents, the nominated key personnel that has expired licenses shall submit the following as supporting documents insofar as the Professional Regulation Commission (PRC) is concerned:

- i. Expired license;
- ii. Proof of renewal (screenshot of schedule)
- iii. Receipt of fee for renewal application.

- f. Mr. Ed Amparo asked if there is a need to notarize the certified true copies of documents to be submitted.

Atty. Gallardo said that it depends on the bidder/s, but this is not required nor specified under RA9184.

- g. Ms. Carol Santos of Schema Konsult, Inc. inquired if the experience requirement of the firm is regardless of the nature of the project as long as it is a CMS project.

Chairperson Zosa replied in the affirmative. She advised the bidders to put all their CMS experiences under Relevant Experience of the firm.

## 5. Reminders from the BAC-C Chairperson

- In case of a JV, the lead should be a firm with at least five (5) years of business operation. Likewise, it should be the one that holds the CMS contract of at least Php 25 Million. If not a JV, the firm should have at least five (5) years of business operation


and should have handled or undertaken a CMS project with a contract amount of at least Php 25 Million.

- Each member of the JV should have Philgeps certification. If some of the members of the JV are individuals or consultants, or a partnership, they should have the Class A documents as applicable. The firm or bidder itself can nominate its key personnel and the key personnel has to submit their CVs as well as their licenses.
- All the key personnel to be nominated should have a license from PRC. The bidder should submit all supporting documents related to trainings and qualifications of the nominated key personnel.
- The firm should certify that all submissions and all details are true, correct and genuine. The bidder should ensure that there are no misrepresentations of the nominated key personnel as both the firm and nominated key personnel will be automatically disqualified. Likewise, Chairperson Zosa stated that this can be a ground for blacklisting after due process.
- Prospective bidders are encouraged to send their questions and clarifications until 22 September 2021.
- Last day of issuance of Supplemental/Bid Bulletin is on 24 September 2021.

### Closing

There being no other matter to discuss relative to Consulting Services for the Construction Management and Supervision of the Site Development of 100-Hectare Area in Bataan Technology Park, Morong, Bataan, Chairperson Aileen Anunciacion Zosa thanked the prospective bidders and other attendees of the Pre-Eligibility Conference, and adjourned the conference at 11:07 AM.

#### Prepared by:


  
**JULE GIAN MAE R. TORRES**  
Secretariat, BAC for Consultancy

#### BIDS AND AWARDS COMMITTEE FOR CONSULTANCY

  
**EVP AILEEN ANUNCIACION E. ZOSA**  
Chairperson

  
**ATTY. FERNANDO T. GALLARDO, JR.**  
Vice Chairperson

  
**VIRGIL M. ALVAREZ**  
Member

  
**ARISTOTLE E. GUERRERO**  
Member

(in another meeting)  
**MADONNA M. CINCO**  
Member



#PartnerForChange



# CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR SITE DEVELOPMENT OF 100-HECTARE AREA AT BATAAN TECHNOLOGY PARK, MORONG, BATAAN

## PRE-ELIGIBILITY CONFERENCE

20 SEPTEMBER 2021



**The BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)** is a government-owned and controlled corporation created under Republic Act (RA) 7227, mandated to help strengthen the Armed Forces while building great cities.

The BCDA is a prime mover of national development.

It is one of the key agencies driving the national government's "Build, Build, Build" Infrastructure Program.



# CATALYST FOR NATIONAL GROWTH



**CONVERT**



**DEVELOP**



**CONTRIBUTE**



# PROJECT BACKGROUND



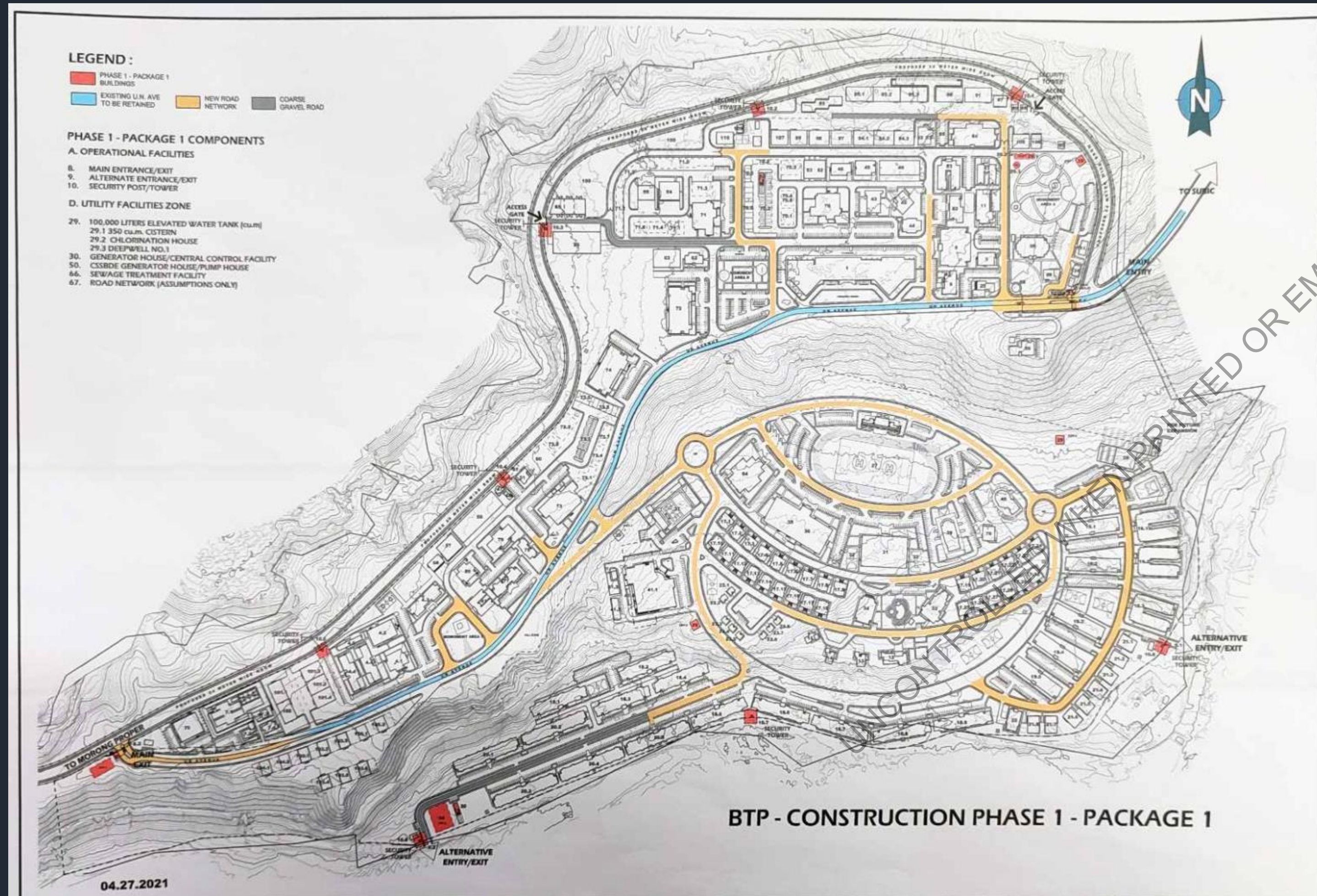
BCDA is now in the process of developing the 100-hectare area at BTP.

The development of this area will be divided into 3 phases with Phase 1 being further subdivided into 3 packages.

The Package 1 of this development involves the site development within the 100-hectare area at BTP, Morong, Bataan.



# SCOPE OF WORKS FOR CONSTRUCTION



## PACKAGE 1 - PHASE 1:

- Site Development
  - Earthworks, roads, water, sewer, electrical, fire protection, drainage and slope protection
- 2 Main Entrance/Exit
- 2 Alternate Entrance/Exit
- 8 Security Post Tower
- 3 Elevated Water Tank
- 1 Cistern Tank
- 1 Chlorination House
- 1 Deep Well
- 2 Generator House
- 2 Sewer Treatment Plant



# PROJECT DETAILS



**Project Title:**

**- CMS for the Site Development of 100-hectare Area at BTP, Morong Bataan**

**Approved Budget for the Contract:**

- PhP 49,980,000.00**
- inclusive of all applicable taxes and fees**

**Project Duration :**

- 600 Calendar days or until the issuance of Certificate of Completion**



# Scope of Services

The consultant shall fulfill its obligations using its technical expertise in construction management and supervision according to the best accepted professional and industry standards. It shall exercise all reasonable skill, care, diligence and prudence in discharging its duties and shall always work in the best interest of BCDA. It shall deploy to the Project its technical personnel with sufficient qualification and experience to ensure the full and satisfactory accomplishment of the required Services.

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# Scope of Services

## Construction Phase:

- Manage and control the day to day activities of the Project;
- Ensure that appropriate safety measures are strictly complied with at the construction site and its surrounding limits;
- Monitor works in progress to ensure that the Project complies with the approved drawings, specifications, schedule and budget;
- Ensure that all plans, documents and records related to the Project are properly maintained at the construction site;
- Ensure that all the requests and claims from the contractor are compliant with RA9184 and its IRR and done in a timely manner
- Establish an early warning system to alert BCDA and the contractor of impending delays and/or need for variation orders and extensions of time and if delays were already incurred, or variation orders and extensions of time already required, to prevent further delays and extensions of time;
- Institute and recommend to BCDA measures that will prevent delays and extensions of time and if delays were already incurred, recommend measures to bring back the contractor on track with scheduled accomplishments;
- Keep accurate program reports during all stages of construction and provide BCDA with weekly and monthly progress reports;

# Scope of Services

## Post Construction Phase

- Conduct preliminary and final inspections and ensure that construction defects are properly rectified;
- Certify that construction works are completed according to plans and specifications and recommend to BCDA that the Project can be issued a certificate of completion;
- Ensure that all documents, plans and records required by the Project from the contractor are complied with, including manuals and brochures of equipment that may be installed;
- Conduct a final assessment of the performance of the contractor; among others.

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# MINIMUM KEY PERSONNEL

Key Personnel	Required Profession and Experience	Responsibilities
<b>Project Manager</b>	Licensed Civil Engineer for at least 10 years and at least 5 Years experience as P.M. for Site Development and Horizontal Projects	<ul style="list-style-type: none"> <li>• Overall supervision of the project team, and in the management and organization of the project;</li> <li>• Leading the team in the preparation of all project deliveries;</li> <li>• Ensuring all reporting required by BCDA is fully and punctually delivered</li> </ul>
<b>Deputy Project Manager</b>	Licensed Civil Engineer for at least 5 years and at least 5 years of experience as Deputy Project Manager	<ul style="list-style-type: none"> <li>• Oversee the progress of works, the Contractor's performance, the quality of works and the project's financial status and forecasts;</li> <li>• In constant coordination with the Team Leader and other members of the team;</li> <li>• Supervision of the works of the Contractor in the subject site at all times and issuance of instruction(s) and timely assistance and direction to the Contractor</li> </ul>
<b>Sr. Highway/Road Engineer</b>	Licensed Civil Engineer for at least 5 years and at least 5 years of experience as Highway/Road Engineer	<ul style="list-style-type: none"> <li>• Supervise and manage all the road works during construction</li> </ul>



# MINIMUM KEY PERSONNEL

Key Personnel	Required Profession and Experience	Responsibilities
<b>Sr. Structural Engineer</b>	Licensed Civil Engineer for at least 5 years and at least 5 years of experience as Structural Engineer	<ul style="list-style-type: none"> <li>• Inspection, monitoring and construction supervision of structural works in compliance with the approved plans and specifications</li> </ul>
<b>Sr. Geotechnical/ Foundation Engineer</b>	Licensed Civil Engineer for at least 5 years and At least 5 years of experience as Geotechnical/ Foundation Engineer	<ul style="list-style-type: none"> <li>• Inspection, monitoring, and construction supervision of foundation/earthworks relative to the Project to ensure proper execution thereof</li> </ul>
<b>Sr. Geodetic Engineer</b>	Licensed Geodetic Engineer for at least 5 years and at least 5 Years experience as Geodetic Engineer	<ul style="list-style-type: none"> <li>• Supervision and monitoring of surveying work during construction</li> </ul>
<b>Sr. Mechanical</b>	Licensed Mechanical Engineer for at least 5 years and at least 5 Years experience as Mechanical Engineer	<ul style="list-style-type: none"> <li>• Inspection, monitoring, and construction supervision of Mechanical works relative to the Project</li> </ul>
<b>Sr. Chemical Engineer</b>	Licensed Chemical Engineer for at least 5 years and at least 5 years of experience as Chemical Engineer	<ul style="list-style-type: none"> <li>• Inspection, monitoring, and construction supervision of Chemical works relative to the Project, especially the construction of the STP</li> </ul>
<b>Sr. Electrical Engineer</b>	Licensed Electrical Engineer for at least 5 years and at least 5 years of experience as Electrical Engineer	<ul style="list-style-type: none"> <li>• Supervise and manage all the electrical engineering aspects of the project</li> </ul>



# MINIMUM KEY PERSONNEL

Key Personnel	Required Profession and Experience	Responsibilities
<b>Sr. Sanitary/ Plumbing/ Drainage Engineer</b>	Licensed Civil or Sanitary Engineer for at least 5 years and at least 5 years of experience as Sanitary/ Plumbing/ Drainage Engineer	<ul style="list-style-type: none"> <li>• Inspection, monitoring, and construction supervision of sanitary/plumbing/drainage works during construction in compliance with the approved plans and specifications</li> </ul>
<b>Sr. Quantity Surveyor</b>	Licensed Engineer or Architect for at least 5 years and a least 5 years of experience as Quantity Surveyor	<ul style="list-style-type: none"> <li>• Supervise and manage works in progress to ensure that the Project complies with the approved budget;</li> <li>• Review cost estimates regularly as the Project progress and updates the estimates as required;</li> <li>• Verify all quantities involved in, but not limited to, the as-staked quantities, progress billings, final quantities, and related information</li> </ul>
<b>Sr. Materials Engineer II</b>	Licensed Civil Engineer and DPWH Accredited Materials Engineer II for at least 5 years and at least 5 years of experience as Materials Engineer	<ul style="list-style-type: none"> <li>• Ensure that all works are accomplished according to approved plans and specifications;</li> <li>• Oversee quality control and assurance work;</li> <li>• Supervise and witness the work of the contractor at the site with respect to materials testing in the laboratory and on-site</li> </ul>
<b>Sr. Landscape Architect</b>	Licensed Landscape Architect for at least 5 years and at least 5 years of experience as Landscape Architect	<ul style="list-style-type: none"> <li>• Ensure that landscape works are accomplished according to approved plans and specifications</li> </ul>

# Support Staff

Support Staff	Qualification	Quantity
Structural Engineer	Must be a licensed Civil Engineer	1
Highway Engineer	Must be a licensed Civil Engineer	2
Geotechnical/Foundation Engineer	Must be a licensed Civil Engineer	2
Geodetic Engineer	Must be a licensed Geodetic Engineer	2
Electrical Engineer	Must be a licensed Electrical Engineer	1
Chemical Engineer	Must be a licensed Chemical Engineer	1
Sanitary/Plumbing/Drainage Engineer	Must be a licensed Sanitary or Civil Engineer	1

# Support Staff

Support Staff	Qualification	Quantity
Quantity Surveyor	Must be a licensed Engineer or Architect	1
QA/QC Engineer	Must be a licensed Engineer	1
Field/Site Engineer	Must be a licensed Engineer	3
CAD Operator	Must be a licensed Engineer or Architect	3
Administrative Officer		1
Secretary		1
Encoder		1
Utility Personnel		1
Messenger		1



# MODE OF PAYMENT



- Advance Payment to cover mobilization expenses equivalent to fifteen percent (15%) of the Contract Price, subject to the posting of an irrevocable standby letter of credit issued by an entity acceptable to the agency and of an amount equal to the advance payment. The advance payment shall be repaid by the Consultant by deducting from his progress payments such sum as agreed upon during the contract negotiations until fully liquidated within the duration of the contract.
- Payment shall be made through monthly progress billings, which shall be proportionate to the value of actual work accomplished by the Contractor and acceptable to BCDA.



# MINIMUM QUALIFICATIONS OF THE CONSULTANT



- The Consultant should be a reputable firm with **at least five (5) years of business operation**. In case of Joint Venture (JV), at least one of the members of the JV should have at least five (5) years of business operation, provided further that the member with at least five (5) years of business operation must be designated as the lead of the JV.
- The Consultant should have experience in handling **at least one (1) construction management and supervision project with a contract amount of at least Php 25,000,000.00**. In case of a JV, at least one of the members of the JV should have experience in handling at least one construction management project with contract amount at least of Php 25,000,000.00, provided further that the member that has the experience of handling the construction management project with a contract amount of at least Php 25,000,000.00 must be designated as the lead of the JV.



# EVALUATION PROCEDURE



## Quality-Cost Based Evaluation

- Technical Proposal - 70%
- Financial Proposal - 30%



# SHORT LISTING OF THE PROSPECTIVE BIDDER

Criteria	Rating
1. Relevant Experience of the Consultant	20%
2. Qualification of the Key Personnel to be Assigned to the Project	60%
3. Current Workload of the Personnel Relative to Capacity	20%
<b>Total</b>	<b>100%</b>

- The Consultant(s) must pass the required minimum score of seventy percent (70%) to be shortlisted.



# DETERMINATION OF THE HIGHEST RATE BID

Criteria	Rating
1. Relevant Experience of the Consultant	10%
2. Qualification of the Key Personnel to be Assigned to the Project	60%
3. Plan of Approach and Methodology	30%
<b>Total</b>	<b>100%</b>



# REMINDERS AND REQUIREMENTS FOR THE ELIGIBILITY DOCUMENTS

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# CHECKLIST AND TABBING REQUIREMENTS

## BASES CONVERSION AND DEVELOPMENT AUTHORITY

Construction Management and Supervision (CMS) of the Site Development of 100-Hectare Area at Bataan Technology Park, Morong, Bataan.

### CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

Tab #	Description	Description
1	EF 1	Eligibility Submission Form
2		<p><u>PhilGEPS Certificate of Registration under Platinum Membership or Class "A" Eligibility Documents pursuant to Section 8.5.2 of the 2016 revised IRR.</u></p> <p>Pursuant to GPPB Resolution No. 26-2017, prospective bidders <u>may</u> still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the <u>PhilGEPS</u> pursuant to Section 8.5.2 of the 2016 revised IRR, or if already registered in the <u>PhilGEPS</u> under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents. In <u>case</u> the bidder opted to submit their Class "A" Documents, the Certificate of <u>PhilGEPS</u> 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;</p> <p>a) Class "A" Eligibility Documents Legal Documents i) Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.</p> <p>ii) Mayor's/Business permit issued by the city or municipality where the principal place of business of the bidder is located, or the equivalent document for Exclusive Economic Zones or Areas</p> <p>In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit. Provided, That the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of this IRR.</p> <p>For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.</p>

		<p>iii) Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.</p> <p>Financial Document iv.) The consultant's audited financial statements, showing, among others, the consultant'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 bid submission.</p>
3	EF 2	Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started <del>started</del> as well as, contracts where works have been completed but not yet accepted.
4	EF 3	Summary of all on-going and completed government and private contracts, including contracts awarded but not yet started <del>started</del> as well as, contracts where works have been completed but not yet accepted.
5	EF 4	Consultant's References
6	EF 5	Summary of CVs
7	EF 6	Curriculum Vitae for each of the following nominated key staff:
7.a		Team Leader/Project Manager
7.b		Deputy Project Manager
7.c		Sr. Highway Engineer
7.d		Sr. Structural Engineer
7.e		Sr. Geotechnical/Foundation Engineer
7.f		Sr. Geodetic Engineer
7.g		Sr. Mechanical Engineer
7.h		Sr. Chemical Engineer
7.i		Sr. Electrical Engineer
7.j		Sr. Drainage/Sanitary Engineer
7.k		Sr. Quantity Surveyor
7.l		Sr. QA/QC Engineer/Materials Engineer II
7.m		Sr. Landscape Architect
8	EF7	Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions
9	EF 8	Format of CV of the firm
10	EF 9	Statement of Project with at least Php 25 Million contract amount
11	EF 10	Certificate of Availability of Key Personnel
12		<p>Class "B" Document (if the bid is a joint venture)</p> <p>Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized</p>

Reminders:

The original and copy of the eligibility documents shall include, but not limited to, **ALL** of the required supporting documents.

# CHECKLIST AND TABBING REQUIREMENTS

statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid.

Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

**Note:** BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the Bidder out of the data furnished by BCDA in relation to this bidding. The Bidder shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all the Bidding Documents and its amendments.

## A) Class “A” Eligibility Documents

### Legal Documents

- i) Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.
- ii) Mayor’s/Business permit issued by the city or municipality where the principal place of business of the bidder is located, or the equivalent document for Exclusive Economic Zones or Areas

In cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, That the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of this IRR.

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor’s/Business permit.

- iii) Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.

### Financial Document

- iv.) The consultant’s audited financial statements, showing, among others, the consultant’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 bid submission.

## B) Class “B” Document (if the bid is a joint venture)

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid.

Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

# EF 1. ELIGIBILITY DOCUMENTS SUBMISSION FORM

## EF 1. ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Letterhead]

[Date]

The Bids and Awards Committee for Consulting Services  
Bases Conversion and Development Authority  
BCDA Corporate Center, 2/F Bonifacio Technology Center  
31st corner 2nd Avenue, Bonifacio Global City, Taguig City.

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [Insert date] for Consulting Services for the Construction Management and Supervision (CMS) of the Site Development of 100-hectare Area at Bataan Technology Park, Morong, Bataan, [Name of Consultant] hereby expresses interest in participating in the eligibility and short listing for said project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- a) [Name of Consultant] is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct. We acknowledge that any mis-representation or submission of fake or tampered documents by the [Name of Consultant], its partner/s (in case of Joint Venture or partnership) or sub-contractor, or any of the key personnel nominated by the Consultant shall automatically result in disqualification of the Consultant from the project and shall be grounds for blacklisting pursuant to Section 4.1 of Appendix 17 of the Revised IRR of RA 9184.

We acknowledge and accept BCDA's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

[Signature over printed name of Authorized Signatory]  
[Title]

Reminders:

1. All data on the form shall be correct and consistent

2. **All forms should be duly** signed by the Authorized Representative

## EF 2. STATEMENT OF ALL ON-GOING AND COMPLETED GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED AS WELL AS CONTRACTS WHERE WORKS HAVE BEEN COMPLETED BUT NOT YET ACCEPTED FOR THE PAST 10 YEARS

### EF 2. STATEMENT OF ALL ON-GOING AND COMPLETED GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED AS WELL AS CONTRACTS WHERE WORKS HAVE BEEN COMPLETED BUT NOT YET ACCEPTED FOR THE PAST 10 YEARS

[Letterhead]

[Date]

The Bids and Awards Committee for Consulting Services  
Bases Conversion and Development Authority  
BCDA Corporate Center, 2/F Bonifacio Technology Center  
31st corner 2nd Avenue, Bonifacio Global City, Taguig City.

Ladies/Gentlemen:

In compliance with the eligibility requirements of the Bids and Awards Committee for Consulting Services of the Bases Conversion and Development Authority for the bidding of the Consulting Services for the Construction Management and Supervision (CMS) of the Site Development of 100-hectare Area at Bataan Technology Park, ~~Morong~~, Bataan, we certify that [name of bidder] has [state applicable statement: on-going and completed government and private contracts, including contracts awarded but not yet started as well as, contracts where works have been completed but not yet accepted], as enumerated in EF 3. Summary of Projects.

Sincerely,

[Signature over printed name of Authorized Signatory]

[Title]

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent
2. **All forms should be duly** signed by the Authorized Representative
3. Attach **ALL** supporting documents
4. Declare/include **ALL** ongoing and completed contracts including awarded but not yet started
5. Declare/include **ALL** services carried out for the past 10 Years

# EF 3. SUMMARY OF PROJECTS FOR THE PAST 10 YEARS

## EF 3. Summary of Projects for the Past 10 Years

(All on-going and completed government and private contracts, including contracts awarded but not yet started as well as, contracts where works have been completed but not yet accepted)

No. <sup>1</sup>	Project Name & Location	Project Description	Client	Type of Consulting Service	Contract Amount <sup>2</sup>	If JV Partner, Contract Amount for Consultant's Involvement (if applicable)	Part of Contract Amount for Consultant's involvement in Construction Management and Supervision (CMS <sup>3</sup> ) (if applicable)	Date of Contract Award	Contract Period <sup>4</sup>	Proof of Undertaking <sup>5</sup>
A. Completed										
B. On-going										

Certified by:

[Signature over printed name of Authorized Representative]

[Title]  
[Name of Bidder]

<sup>1</sup> Indicate Project No. as shown in EF 4. Consultant's References.

<sup>2</sup> In Philippine Peso.

<sup>3</sup> If Consulting services for CMS is just part of the required services of the contract, state how much For JVAs, state how much is the subcontracted amount allocated for consulting services to this contract, in Philippine Peso.

<sup>4</sup> State the start and completion dates of the contract.

<sup>5</sup> Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts. Notice of Award, Notice to Proceed or signed contracts for on-going contracts and for contracts awarded but not yet started.

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent
2. **All forms should be duly** signed by the Authorized Representative
3. Attach **ALL** supporting documents
4. Declare/include **ALL** ongoing and completed contracts including awarded but not yet started
5. Declare/include **ALL** services carried out for the past 10 Years



# EF 4. CONSULTANT'S REFERENCES

## EF 4. CONSULTANT'S REFERENCES

### Relevant Services Carried Out for the Past 10 Years That Best Illustrate Qualifications

[Using the format below, provide information on each contract, whether similar or not similar in nature and complexity to the contract to be bid, for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, partnership, Joint Venture or Similar Arrangement was legally contracted].

Project No. [State numerical order starting with number 1]

Name of Contract:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		N <sup>o</sup> of Staff:
Address:		N <sup>o</sup> of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in PhP):
Name of Associated Consultants, if any:		N <sup>o</sup> of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services and Nature of Services/Engagement (whether principal consultant, associate consultant, support consultant, percentage of interest in the partnership or Joint Venture [in the case of Joint Venture Arrangement], sub-contractor, etc.) provided by Your Firm and Your Staff (whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.). Please list down all your staff members involved in each project for which bidder was contracted.		
Attach the Applicable Supporting Documents:		

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent
2. Attach **ALL** supporting documents
3. Declare/include **ALL** ongoing and completed contracts including awarded but not yet started
4. Declare/include **ALL** services carried out for the past 10 Years

Consultant's Name: \_\_\_\_\_



# EF 5. SUMMARY OF CV

## EF 5. Summary of CVs

No	Name of Key Staff	Nominated Position	Registered Profession <sup>1</sup>	Highest Educational Attainment <sup>2</sup>	No. of Trainings Relevant to Profession <sup>3</sup>		Over-all Work Experience <sup>4</sup>	Number of Projects Undertaking related to CMS of Site Development Projects
					Local	Foreign		
1		Team Leader/Project Manager						
2		Deputy Project Manager						
3		Sr. Highway Engineer						
4		Sr. Structural Engineer						
5		Sr. Geotechnical/Foundation Engineer						
6		Sr. Geodetic Engineer						
7		Sr. Mechanical Engineer						
8		Sr. Chemical Engineer						
9		Sr. Electrical Engineer						
10		Sr. Drainage/Sanitary Engineer						
11		Sr. Quantity Surveyor						
12		Sr. QA/QC Engineer/Materials Engineer II						
13		Sr. Landscape Architect						

Certified by:

[Signature over printed name of authorized representative]

[Title]

<sup>1</sup> Provide proof of professional registration during the submission of Eligibility Documents.

<sup>2</sup> Provide proof of highest educational attainment during the submission of Eligibility Documents.

<sup>3</sup> Provide proof of trainings undertaken during the submission of Eligibility Documents.

<sup>4</sup> State number of years.

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent

2. **All forms should be duly** signed by the Authorized Representative

3. Attach **ALL** supporting documents

4. Actual experience shall meet the required minimum experience and qualification

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# EF 6. FORMAT OF CV FOR PROPOSED PROFESSIONAL STAFF

## EF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: \_\_\_\_\_

Name of Firm/Entity: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ years from [mm/dd/yy] to [mm/dd/yy]

Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

### Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

### Trainings/Seminars

[Summarize the trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]

Title/Description	Conducted by	Inclusive Dates		Venue	Involvement*
		From (mm/dd/yy)	To (mm/dd/yy)		

Attach the Applicable Supporting Documents:

\*Such as participant, speaker or trainer

### Projects Undertaken/Completed

[Provide outline of projects undertaken using the matrix below]

Title/Description	Client	Position	Start Date (mm/dd/yy)	Completion Date (mm/dd/yy)

### On-Going Projects

[Provide outline of on-going projects using the matrix below]

Title/Description	Client	Position and Description of Nature of Work/Engagement in the Project (whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)	Start Date (mm/dd/yy)	End Date (mm/dd/yy)

### Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

College/University	Degree/Title Obtained	Inclusive Dates	
		From (mm/dd/yy)	To (mm/dd/yy)

Attach the Applicable Supporting Documents:

### Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Society/Commission	Date of Conferment/Registration	License/Professional Number	Validity Date (mm/dd/yy)

Attach the Applicable Supporting Documents:

### Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Employment	Name of Employing Organization	Position Held whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)	Location of Projects	Relevant Work Experience/Types of Activities Performed

## Reminders:

1. All data on the form and the supporting documents shall be correct and consistent
2. Notarized and duly signed by the Key personnel and Authorized Representative
3. Attach **ALL** supporting documents
4. Actual experience shall meet the required minimum experience and qualification



# EF 6. FORMAT OF CV FOR PROPOSED PROFESSIONAL STAFF

## Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

## Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

\_\_\_\_\_  
[Signature of staff member and authorized representative of the firm] Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

## NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_.

## Reminders:

1. All data on the form and the supporting documents shall be correct and consistent

2. Notarized and duly signed by the Key personnel and Authorized Representative

3. Attach **ALL** supporting documents

4. Actual experience shall meet the required minimum experience and qualification



# EF 7. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED PROFESSIONALS

## EF 7. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED PROFESSIONALS

[Letterhead]

[Date]

The Bids and Awards Committee – Consultancy Services  
Bases Conversion and Development Authority  
BCDA Corporate Center, 2/F Bonifacio Technology Center  
31st corner 2nd Avenue, Bonifacio Global City, Taguig City.

Ladies/Gentlemen:

[name of bidder] is issuing this statement in compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Bids and Awards Committee – Consulting Services, that the members of the Project Team below are all Filipino in nationality and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Project Team for the project:

Name	Assignment
	Team Leader/Project Manager
	Deputy Project Manager
	Sr. Highway Engineer
	Sr. Structural Engineer
	Sr. Geotechnical/Foundation Engineer
	Sr. Geodetic Engineer
	Sr. Mechanical Engineer
	Sr. Chemical Engineer
	Sr. Electrical Engineer
	Sr. Drainage/Sanitary Engineer
	Sr. Quantity Surveyor
	Sr. QA/QC Engineer/Materials Engineer II
	Sr. Landscape Architect

[name of bidder] issues this statement in accordance with Clause 2.1.a.v of the eligibility requirements for the project.

Sincerely,

[Signature over printed name of Authorized Signatory]  
[Title]

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent
2. Duly signed by the Key personnel and Authorized Representative
3. Attach **ALL** supporting documents
4. Actual experience shall meet the required minimum experience and qualification



# EF 8. FORMAT OF CV OF THE FIRM

## EF 8 FORMAT OF CURRICULUM VITAE (CV) OF THE FIRM/ENTITY

Name of Firm/Entity: \_\_\_\_\_

Address: \_\_\_\_\_

No. of Years of Operation: \_\_\_\_\_ years, from [mm/dd/yy] to [mm/dd/yy]

Years of Professional Experience: \_\_\_\_\_ years, from [mm/dd/yy] to [mm/dd/yy]

Membership in Professional Experience:

Year	Professional Society

Certification

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe the firm/entity, its qualification and experiences.

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative of the Firm/Entity

Date: \_\_\_\_\_

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent

2. **All forms should be duly** signed by the Authorized Representative

3. Attach **ALL** supporting documents

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# EF 9. STATEMENT OF PROJECT WITH AT LEAST PHP 25 MILLION CONTRACT AMOUNT

## EF 9. Statement of Project/s with at least Php 25 million contract amount for the past 10 years

Project Name & Location	Project Description	Client	Type of Consulting Service	Contract Amount <sup>2</sup>	If JV Partner, Contract Amount for Consultant's Involvement (if applicable)	Part of Contract Amount for Consultant's involvement in Construction Management and Supervision (CMS <sup>3</sup> ) (if applicable)	Date of Contract Award	Contract Period <sup>4</sup>	Proof of Undertaking <sup>5</sup>

Certified by:

*[Signature over printed name of Authorized Representative]*

*[Title]*

*[Name of Bidder]*

<sup>1</sup> Indicate Project No. as shown in EF 4. Consultant's References.

<sup>2</sup> In Philippine Peso.

<sup>3</sup> If Consulting services for CMS is just part of the required services of the contract, state how much. For JVAs, state how much is the subcontracted amount allocated for consulting services to this contract, in Philippine Peso.

<sup>4</sup> State the start and completion dates of the contract.

<sup>5</sup> Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts.

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent
2. Duly signed by the Authorized Representative
3. Attach **ALL** supporting documents
4. Declared project shall meet the required minimum contract amount

# EF 10. CERTIFICATE OF AVAILABILITY OF KEY PERSONNEL

## EF 10 CERTIFICATE OF AVAILABILITY OF KEY PERSONNEL

Date

To: Chairperson  
Bids and Awards Committee for Consultancy  
Bases Conversion and Development Authority

Dear Ma'am:

In compliance with the requirements of BCDA Bids and Awards Committee for Consultancy for the Bidding of the CMS of Site development of the 100-Hectare Area at Bataan Technology Park, Morong, Bataan; ("the Project"), we certify that we understand and agree with all the manning requirements set upon by the Section 9 of the Terms of Reference for this project.

We further certify that the following nominated Key Personnel will not be engaged in other projects for the duration of their engagement with this project that is being bid out:

1. Team Leader/Project Manager -
2. Deputy Project Manager -
3. Sr. Highway Engineer -
4. Sr. Structural Engineer -
5. Sr. Geotechnical/Foundation Engineer -
6. Sr. Geodetic Engineer -
7. Sr. Mechanical Engineer -
8. Sr. Chemical Engineer -
9. Sr. Electrical Engineer -
10. Sr. Drainage/Sanitary Engineer -
11. Sr. Quantity Surveyor -
12. Sr. QA/QC Engineer/Materials Engineer II -
13. Sr. Landscape Architect -

Very truly yours

*[Name of Authorized Representative]*

*[Position]*

*[Name of Bidder]*

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent

2. **All forms should be duly** signed by the Authorized Representative

3. Attach **ALL** supporting documents



# FORMAT AND SIGNING OF ELIGIBILITY DOCUMENTS

- Prospective bidders shall prepare an original and copy of the eligibility documents. In the event of any discrepancy between the original and copy, the original shall prevail.
- The Eligibility Documents Submission Form shall be signed by the duly representative of the bidder. Failure to do so shall be a ground for rejection of the eligibility documents.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative of the prospective bidder.

# SEALING AND MARKING OF ELIGIBILITY DOCUMENTS

- Bidders shall enclose their Original Eligibility Documents in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. The copy of the Eligibility Documents shall be similarly sealed duly marking the envelope as “COPY - ELIGIBILITY DOCUMENTS”. These envelopes containing the Original and the Copy shall then be enclosed in One Single Envelope.
- **The original and copy of the eligibility documents shall include, but not limited to, all of the required supporting documents.**
- The Original and the Copy of the Eligibility Documents shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative.

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# SEALING AND MARKING OF ELIGIBILITY DOCUMENTS

- All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the prospective bidder in capital letters;
  - (c) be addressed to BCDA's BAC specified in the EDS;
  - (d) bear the specific identification of this Project indicated in the EDS; and
  - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- Please use Tabs for quick reference of the documents.

# REMINDERS

- Bidders may submit their Eligibility Documents a day before the deadline for submission to avoid the possibility of being late for submission.
- The BAC expects the bidders to exercise due diligence in going through the Eligibility Documents to be able to prepare it intelligently.

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# PROCUREMENT SCHEDULE – ELIGIBILITY

No.	Activities	Time	Date
1	Advertisement/Posting of Request for Expression of Interest		September 13-20, 2021
2	Issuance of Eligibility Documents		September 13, 2021 – October 01, 2021
3	Pre-Eligibility Conference	9:30 AM	September 20, 2021
4	Request for Clarification (last day)	Until 5:00 PM	September 22, 2021
5	Issuance of Supplemental Bid Bulletin		September 24, 2021
6	Deadline for Submission of Eligibility Documents	12:00 NN	October 01, 2021
7	Opening of Eligibility Documents and Eligibility Check	1:00 PM	October 01, 2021
8	Eligibility Check and Shortlisting		October 01, 2021 to October 02, 2021
9	Notification on the results of eligibility check and shortlisting		October 06, 2021

For questions/clarifications please send email to:

[bacc\\_sec@bcda.gov.ph](mailto:bacc_sec@bcda.gov.ph)

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THANK  
YOU!