

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

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) OF THE CONSTRUCTION OF VARIOUS STRUCTURES AND FACILITIES WITHIN THE 100-HECTARE AREA AT BATAAN TECHNOLOGY PARK, MORONG, BATAAN (Phase 1 - Package 3)

BID BULLETIN NO. 02

1. This Bid Bulletin clarifies queries raised during the Pre-Bid Conference held last 18 November 2021, some written queries received by the BAC through email until 20 November 2021, and other matters relative to the bidding for the aforementioned project.

Issues Raised	Clarifications
A. Will the Support Personnel's CV be included in the submittals? If so, are their supporting documents needed to be attached as well? ; are they needed to be notarized?	The CVs of the support staff are required to be submitted during the negotiation and post-qualification stage of this project. Notarization of the CVs of the support staff is not necessary.
B. Will the Bid Bulletins, Bid Docs, Official Receipt be included in the submittals?	The bid bulletins, bid docs and Official Receipt may not be included in the submittals.
C. When joining as a Sole Entity, and not a JV, do we need to execute an affidavit to state such?	The affidavit stating that the bidder is a Sole entity and not a JV is not required. When the bidder submitted its Class "A" Documents, PhilGEPS Registration, and the EF8 (CV of the Firm/Entity) at the eligibility stage, it was assessed if the bidder was a sole proprietor, joint venture, or consortium.
D. Asyana is a Sole Proprietorship entity. The proprietor is Fernando Ballasio, does he need a SPA as the Authorized Signatory. Some Government Clients require such SPA. Does it apply for BCDA?	If Mr. Ballasio will be signing all the documents in his capacity as the Owner or Sole Proprietor, he does not need a Special Power of Attorney because it will be absurd to execute a Special Power of Attorney when the Principal and the Attorney-in-fact is one and the same person. However, if Mr. Ballasio will be authorizing another person to sign for and on behalf of Asyana, Mr. Ballasio should execute a Special Power of Attorney authorizing that person. The Special Power of Attorney should be notarized.

Bid Bulletin No. 02 – CMS of Package 3
November 2021/version 1

2. The interested bidders are hereby informed of the changes/revisions of the Checklist and Tabbing of Technical Proposal. Attached herewith is the revised Checklist and Tabbing of Technical Proposal.
3. The interested bidders are further reminded of the requirements for bidding forms and other matters relating to the bidding for the project, to wit:
 - A. All data on the forms should be correct and consistent.
 - B. All forms should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium)
 - C. The TPF1 (Technical Proposal Submission Form), FPF1 (Financial Proposal Submission Form) and TPF6 (Format of CV for Proposed Professional Staff) should be notarized.
 - D. The CVs of all the nominated key personnel should be supported with valid licenses/professional registrations, certificates of trainings attended, diplomas, work experiences and other supporting documents relative to credentials of the proposed Professional staff.

For expired licenses, copy of the expired PRC license, proof of application and payment for renewal should be included.

- E. Only contracts supported with proofs shall be considered for evaluation. Supporting documents include Certificate of Completion or Acceptance or Valid proof of final payment issued by the client in case of completed contracts while Notice of Award, Notice to Proceed or signed contracts issued by the client for on-going contracts and for contracts awarded but not yet started.
- F. Only trainings indicated in the CVs of the nominated key personnel which are supported with proofs shall be considered for evaluation.

G. Technical Proposal Forms

- i. TPF1 - Technical Proposal Submission Form, Valid Bid Security, and Omnibus Sworn Statement
 - a. These forms should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
 - b. These forms should be notarized.
- ii. TPF2 - Consultant's Reference
 - a. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium)
 - b. Attach all supporting documents
 - c. Declare/include all ongoing and completed contracts including awarded but not yet started as well as contracts where works have been completed but not yet accepted for the past 10 years.
 - d. Declare/include all services carried out for the past 10 Years

- iii. TPF3 - Comments and Suggestions of Consultant on the Terms of Reference and On Data, Services, and Facilities to be Provided by the Procuring Entity.
 - a. Discuss comprehensively the comments and suggestions on the Terms of Reference and on data, services and facilities to be provided
- iv. TPF4 - Description of the Methodology and Work Plan for Performing the Project
 - a. Discuss comprehensively the general approach and methodology for performing the consultancy service.
 - b. The general approach and methodology should be suitable to the criteria in Section 15 of the Terms of Reference on Determination of the Highest-Rated Bid (HRB)
- v. TPF5 - Team Composition and Task
 - a. Discuss comprehensively the team composition and the tasks of the Technical/Managerial Staff and Support Staff
 - b. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium)
- vi. TPF6 - Format of CV for Proposed Professional Staff
 - a. This form should be duly signed by the Key personnel and by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium)
 - b. This form should be notarized
 - c. Attach all supporting documents
 - d. Actual experience shall meet the required minimum experience and qualification
 - e. Only trainings that are supported with proofs shall be considered for evaluation
 - f. Be specific on the Position held by the nominated key personnel in the Projects Undertaken and the Employment Record. Actual position held shall meet the required minimum experience and qualification
 - g. The CVs of all the nominated key personnel should be supported with valid licenses/professional registrations, certificates of trainings attended, diplomas, work experiences and other supporting documents relative to credentials of the proposed Professional staff
- vii. TPF7 - Time Schedule for Professional Personnel
 - a. Enumerate all the names, assigned positions and tasks of the nominated key personnel and support staff
 - b. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium)
- viii. TPF8 - Activity (Work) Schedule
 - a. Discuss comprehensively the schedule of activities or works for the project including the submission of reports

H. **Financial Proposal Forms**

- i. FPF1 - Financial Proposal Submission Form
 - a. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium); and,

- b. This form should be notarized.
- ii. FPF2 - Summary of Costs and FPF3 - Breakdown of Price per Activity
 - a. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
- iii. FPF4 - Breakdown of Remuneration per Activity and FPF5 - Miscellaneous Expenses
 - a. All data on the form shall be correct and consistent.

I. Format and Signing of Bidding Documents

- i. Each and every page of the Technical Proposal Submission Form and the Financial Proposal Submission Form shall be signed by the duly authorized representative/s of the Consultant. Failure to do so shall be a ground for the rejection of the bid.
- ii. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative of the Consultant.
- iii. The Original and the Copy of the Bid shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative.
- iv. The Consultant shall prepare an original of the first and second envelopes for the Technical and Financial proposal. In addition, the Consultant shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.

J. Signing, Sealing and Marking of Bids

- i. All envelopes shall:
 - a. contain the name of the contract to be bid in capital letters;
 - b. bear the name and address of the Consultant in capital letters;
 - c. be addressed to BCDA's BAC specified in accordance with ITB Clause 18.1;
 - d. bear the specific identification of this bidding process indicated in ITB Clause 1.2; and
 - e. bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 18.
- ii. Please use Tabs for quick reference of the documents.

K. Submission of Bids

- i. Bidders may submit their Technical and Financial Proposals a day before the deadline for submission to avoid the possibility of being late for submission.
- ii. The original and copy of the Technical and Financial Proposals shall include, but not limited to, all of the required supporting documents.
- iii. The BAC expects the bidders to exercise due diligence in going through the Bidding Documents to be able to prepare it intelligently.

4. Other Reminders:

- A. The documents and forms that need notarization should be notarized.
 - B. Replacement or substitution of key personnel who were nominated/submitted during the Eligibility Stage or Stage 1 is not/will not be allowed except for three justifiable reasons: 1) in case of death, 2) incapacity of the nominated key personnel, and 3) resignation from the firm. Likewise, the substitution due to the stated justifiable reasons should be accompanied by a proof or justification (e.g., death certificate in case of death, medical certificate in case of incapacitated personnel and letter of resignation from the firm in case of resignation).
 - C. Rules provided under the TOR/Bidding Documents/Bid Bulletin, or under RA 9184 must be complied with because a non-compliance with a particular requirement will render the Bid as failed. Thus, the bidder will be disqualified.
 - D. Authorized signatory or representative of the bidder should be clearly identified/designated through a Secretary's Certificate or a certification by the owner.
 - E. The bidder should ensure that their completed contract is compliant with the requirement for the project which is a contract with an amount of at least Php38.5 million, and it should be a completed contract for a CMS for vertical project.
5. Below is the link for the Minutes and PDF copy of the Presentation during the Pre-Bid Conference for the Project held on 18 November 2021:

https://drive.google.com/file/d/1_gnV_5thoadRVL0tkWaeMB0eH5HySL05/view?usp=sharing

Issued this 23rd day of November 2021.


AILEEN ANUNCIACION R. ZOSA
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