

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

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE CONSTRUCTION OF VARIOUS STRUCTURES AND FACILITIES WITHIN THE 100-HECTARE AREA AT BATAAN TECHNOLOGY PARK (BTP), MORONG, BATAAN - PHASE 1, PACKAGE 2 (SECOND REBIDDING)

BID BULLETIN NO. 04

This Bid Bulletin clarifies queries raised during the Pre-Bid Conference held on 26 January 2022, written queries received by the BAC through email until 28 January 2022, and other matters relative to the bidding for the aforementioned project.

1. Queries/Questions by Shortlisted Bidders

Issues Raised	Clarifications
a. What is the number of days or how long will it take for BCDA to process the Advance Payment?	The processing of the Advance Payment may take at least 1 week up to 20 working days per the BCDA Citizen Charter upon submission and receipt of complete documents.
b. Can the bidders nominate the same key personnel and support staff for both Package 2 and Package 3?	No. The nominated key personnel and support staff for Package 2 should be different from the nominated key personnel and support staff for Package 3.
c. Will the support personnel's CV be included in the submittals? If so, are there supporting documents needed to be attached as well?	No. The CVs of the support staff are required to be submitted during the negotiation and post-qualification stage of this project.
d. Can we not name the Support Staff and put "To Be Assigned when Awarded" in TPF7?	For the support staff, only the names can be labelled as "To Be Named" but it is still required to indicate the position, tasks, and the number of months the support staff will render in the project. The bidder shall indicate clearly the man-months to be rendered by the support staff and the proposed timing of the reports, if any, as provided in the format of TPF7 wherein the time schedule of the 'Support Staff' is included as Item B, pursuant to

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	<p>Sec.10.2.c.vii of ITB-Documents Comprising the Bid: Technical Proposal in the Bidding Documents, states:</p> <p><i>“A Time Schedule (TPF 7. Time Schedule for Professional Personnel) indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format xxx”</i></p> <p>This information shall also serve as basis that the technical support staff will maintain a full-time supervisor to perform the overall supervision and inspection of the project pursuant to Sec. 9-Manning Requirement of the TOR, states:</p> <p><i>“The Consultant’s nominated key personnel and its technical support staff shall maintain a full-time supervisor to perform overall supervision and inspection of the Project. The Consultant shall provide the resources to fulfill the general requirement in this TOR”</i></p> <p>The remuneration cost for the support staff in the Financial Proposal can also be determined if consistent thru the said man-months in the TPF 7, pursuant to Section 11.4 of ITB-Documents Comprising the Bid: Financial Proposal in the Bidding Documents, states:</p> <p><i>“The list of experts, and their respective inputs, identified in Financial Proposal Forms, must match the list of experts and their respective inputs shown in Technical Proposal Forms”</i></p>
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	Further, this will also serve as basis in the evaluation of the bidder's General Approach and Methodology, work and staffing schedule, pursuant to Sec.15 of the TOR-Determination of the Highest Rated Bid (HRB)
e. Will the Bid Bulletins, Bidding Documents, Official Receipt be included in the submittals?	It is the bidder's discretion whether it will include in its submission the copies of the bid bulletin, bidding documents and official receipt. We suggest that the bidder include in their submittals the Bid Bulletins, Bidding Documents, Official Receipt.
f. Is it possible for the bidder to win both Package 2 and 3?	Yes, it's possible for a bidder to win in the Bidding for both Phase 1-Package 2 and Phase 1-Package 3 projects.
g. For a Sole Proprietorship company, does he/she need an SPA himself/herself as the Authorized Signatory? Some Government clients require such SPA. Does it apply to BCDA?	If the proprietor will be signing all the documents in his/her capacity as the Owner or Sole Proprietor, he/she 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 are one and the same person. <u>However</u> , if the proprietor will be authorizing another person to sign for and on behalf of the sole proprietorship company, the proprietor, as the owner, should execute a Special Power of Attorney authorizing that person. The <u>Special Power of Attorney should be notarized</u> .
h. We notice that the Support Personnel's basic qualification is having PRC-issued license, does this mean that even newly graduate professionals who passed the board exam in the same year they graduated or right after graduation can be considered?	At the minimum, the technical support staff for the position of Architect, Structural Engineer, Geotechnical/Foundation Engineer, Electrical Engineer, Mechanical Engineer, Sanitary/Plumbing/Drainage Engineer, Quantity Surveyor, QA/QC Engineer and Field/Site Engineer must have their respective valid licenses issued by the Professional Regulation Commission (PRC).
i. We noticed that among the Key Personnel, there is no support staff	Per Section 9 - Manning Requirement of the Terms of Reference (TOR),

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<p>required for the Sr. Geodetic Engineer. Is it possible to consider assigning a Survey Team such that the corresponding budget shall likewise be collected?</p>	<p><i>“For the support staff, the list is the minimum but the bidder may propose additional support staff”</i></p> <p>It is possible for the bidder to have a survey team but at its own expense.</p>
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2. 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, certificate/s of training/s attended, diplomas, work experiences and other supporting documents relative to credentials of the proposed Professional staff.
 - e. For expired licenses, copy of the expired license, proof of application and payment for renewal should be included.
 - f. Only contracts/projects that are supported with proofs shall be considered for evaluation, as follows:
 - i. Certificate of Completion or Acceptance or Valid proof of final payment issued by the client in case of completed contracts;
 - ii. 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.
 - g. Only training/s indicated in the CVs of the nominated key personnel which are supported with proofs shall be considered for evaluation.
 - h. For the Technical Proposal Forms:
 - i. TPF1 - Technical Proposal Submission Form
 1. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
 2. This form should be notarized.
 - ii. Valid Bid Security

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1. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
 2. This form should be notarized.
- iii. TPF2 - Consultant's References
1. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium);
 2. Attach all supporting documents.
 3. 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; and
 4. Declare/include all services carried out for the past 10 Years.
- iv. TPF3 - Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be provided by the Procuring Entity
1. Discuss comprehensively the comments and suggestions on the Terms of Reference and on data, services and facilities to be provided
- v. TPF4 - Description of the Methodology and Work Plan for Performing the Project
1. Discuss comprehensively the general approach and methodology for performing the consultancy service.
 2. The general approach and methodology should be suitable to the following criteria, to wit:

CRITERIA		RATING
Substance of the General Approach and Methodology		
	Understanding of the Project Components and Methodology	20%
	Pro-Active and Preventive Approach	10%
	Quality and Soundness of the Approach and Methodology	10%
Work Plan		
	Detailed System/Procedures in assigning personnel and corresponding duties and responsibilities in carrying out the service	20%
	Review Procedures and Mechanism	15%
	Work Timelines	15%
	Work Organization Flow Chart	10%
TOTAL		100%

- vi. TPF5 - Team Composition and Task
1. Discuss comprehensively the team composition and the tasks of the Technical/Managerial Staff and Support Staff
 2. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium);
- vii. TPF6 - Format of Curriculum Vitae (CV) for Proposed Professional Staff

1. 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);
 2. This form should be notarized.
 3. Attach all supporting documents;
 4. Indicate the Type of Project (i.e. Design, CMS, Construction, or etc.) undertaken/completed by the nominated key personnel in their CVs.
 5. Actual experience shall meet the required minimum experience and qualification;
 6. Only trainings that are supported with proofs shall be considered for evaluation;
 7. 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; and
 8. 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.
- viii. TPF7 - Time Schedule for Professional Personnel
1. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium); and
 2. Enumerate all the names, assigned position and task of the nominated key personnel and support staff.
- ix. TPF8 - Format of Curriculum Vitae (CV) of the Firm/Entity
1. Discuss comprehensively the schedule of activities or works for the project including the submission of reports
- x. Omnibus Sworn Statement (Revised)
1. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium);
 2. This form should be notarized.
- i. For the Financial Proposal Forms:
- i. FPF1 - Financial Proposal Submission Form
 1. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
 2. This form should be notarized.
 - ii. FPF2 - Summary of Costs
 1. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
 - iii. FPF3 - Breakdown of Price per Activity

1. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
- iv. FPF4 - Breakdown of Remuneration per Activity
 1. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
- v. FPF6 - Miscellaneous Expenses
 1. This form should be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
- j. 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.
- k. Signing, Sealing and Marking of Bids
 - i. All envelopes shall:
 1. contain the name of the contract to be bid in capital letters;
 2. bear the name and address of the Consultant in capital letters;
 3. be addressed to BCDA's BAC specified in accordance with ITB Clause 18.1;
 4. bear the specific identification of this bidding process indicated in ITB Clause 1.2; and
 5. 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.
- l. 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 Proposal 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 for the project to be able to prepare their bids intelligently.

3. 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 Php44 Million, and it should be a completed contract for a CMS for vertical project.
4. Below is the link for the Minutes and PDF copy of the Presentation during the Pre-Bid Conference for the Project held on 26 January 2022.

<https://drive.google.com/file/d/1r3g7lmEK07w1B1qZlo1fk8QeSb9Cp8s/view?usp=sharing>

This Bid Bulletin shall be considered an integral part of the Bidding Documents for the Project. All other related provisions in the Terms of Reference and Bidding Documents correspondingly affected by the issuance of this Bid Bulletin are likewise deemed amended to conform to this Bid Bulletin.

Issued this 31st day of January 2022.


AILEEN ANUNCIACION R. ZOSA
Chairperson, BAC-C

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