

Bids and Awards Committee for Consulting Services (BAC-C)

PROCUREMENT FOR THE CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION FOR THE CONSTRUCTION OF ROADS, UTILITIES AND PREPARATORY WORKS AT MORONG DISCOVERY PARK

Bid Bulletin No. 13

This Bid Bulletin clarifies queries/questions raised during the Pre-Bid Conference held on 19 April 2023 and written clarifications received through email on 22 April 2023 pertaining to the above-cited consulting services.

I. QUERIES/QUESTIONS BY THE BIDDER

a. Queries/Questions raised during the Pre-Bid Conference

Queries/Questions	Clarifications/Responses
1. From the duration of 450 calendar days, the days for pre-construction and post-construction phase are not specified. It will dictate the deployment of engineers for each phase of work and it is important to us for proper programming and scheduling of activities to be polished based on the duration of each phase of work.	The construction period is 450 calendar days (CD). The CMS Consultant will estimate the period required for the performance of the pre-construction and post-construction activities.
2. With regard to the Safety Program Development, is it us or will you provide engineers for the Safety Program?	The bidder may include a Safety Officer as their support staff, at no additional cost to the BCDA.
3. In addition to the Safety Officer, we also heard earlier the compliance to Environmental Compliance Certificate (ECC). So, can a Safety Officer double-hat to a Pollution Control Officer (PCO) who would help the contractor?	The provision for the Safety Officer and/or Pollution Control Officer is not included in the minimum required support staff. The bidder may provide a Safety Officer and/or Pollution Control Officer, at no additional cost to the BCDA.
4. It was mentioned that the software to	The CMS Consultant is required to

<p>be used is MS Project. May we know how many licenses will be provided to the BCDA Project Management Team (PMT)?</p>	<p>submit accomplishment reports to BCDA in MS Project format.</p> <p>However, the CMS Consultant is not required to provide MS Project software licenses to the BCDA PMT.</p>
<p>5. We noted that we will deploy two (2) engineers and one (1) admin assistant. May we ask where the location is? Is it in Morong or BGC?</p>	<p>The Project Management Team will be deployed at the project site in Morong, Bataan.</p>
<p>6. With regard to key personnel and support staff for the duration of the project, we believe that all of them will not be fully utilized full-time in each phase of work. During the pre-construction, construction, and post-construction, is there really a need for these key personnel and support staff to be on-site while they are not performing any task/responsibility yet for each phase of work? It is because it will affect our deployment plan as well as the full utilization of our engineers, key personnel and support staff. For example, our Geodetic/Geotechnical Engineer, it is unproductive for them to stay on-site wherein their responsibility is only part-time. What will be our program? Will it be based on our execution plan/construction methodology or is there a minimum man-months required?</p>	<p>The bidder should reflect its deployment/execution plan in TPF 7 - Time Schedule For Professional Personnel.</p> <p>At the minimum, the nominated Key Personnel should be available to provide their services for the duration of 450 calendar days or until the issuance of the Certificate of Completion for the Construction Phase, and a period for post-construction and documentation for the Construction of Roads, Utilities, and Preparatory Works at Morong Discovery Park.</p> <p>Pursuant to Section 10.2.c(vii) of the Invitation to Bid (ITB):</p> <p><i>“xxx. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.</i></p>
<p>7. I noticed from the key personnel and support staff that there is no specific Document Control Officer (DCO). It is very important to deploy a full-time DCO to manage all the documentation processes from day 1 up to the acceptance of the project.</p>	<p>The bidder may provide a Document Control Officer, at no additional cost to the BCDA.</p>

<p>Are we going to delegate a DCO or can it be performed by the Administrative Officer?</p>	
<p>8. What is the difference between regular staff and local staff?</p>	<p>Please refer to the attached revised FPF 4 - Breakdown of Remuneration Per Activity.</p>
<p>9. Are we going to provide the staff house for the team? Will it be outside the project site or inside as provided by the contractor?</p>	<p>The Contractor shall provide a field office and living quarters, including utilities (power, water, and internet connection), for the CMS Consultant.</p>
<p>10. We note that there is a Bid Securing Declaration Form that needs to be notarized. Shall we include the Surety Bond/notarized Bid Securing Declaration Form on the submission of proposal on May 2?</p>	<p>Yes. The bidder shall submit either a duly notarized Bid Securing Declaration Form or a Bid Security in the following form and amount, consistent with Clause 15.1 of the ITB:</p> <ol style="list-style-type: none"> 1. The amount of not less than 2% of Approved Budget for the Contract (ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than 5% of ABC, if bid security is in Surety Bond. <p>Please note that the updated deadline for submission of Technical and Financial Proposals is on 16 May 2023, 12:00 PM.</p>
<p>11. Will you require another set of CVs with wet signatures?</p>	<p>Yes. The duly notarized Curriculum Vitae of the nominated key personnel must bear the wet signature of the key staff and the authorized representative of the firm / entity, using TPF 6 (6A to 6L) - Format of Curriculum Vitae (CV) for Proposed Professional Staff.</p>
<p>12. On the project cost, it says it is inclusive of all taxes, may we ask for the classification of tax that we</p>	<p>In the actual Bid Offer, 12% VAT Component is utilized pursuant to BIR Revenue Memorandum Circular</p>

<p>will use?</p>	<p>85-2017.</p> <p>Payments to the Consultant shall be subject to an Expanded Withholding Tax (EWT) of 2% or 10%, whichever is applicable, and Expanded VAT (EVAT) of 5% in compliance with BIR Revenue Regulation No. 11-2018.</p>
<p>13. What happens in a negotiation?</p>	<p>The following will be discussed, clarified, and finalized during the negotiation:</p> <ol style="list-style-type: none"> 1. Terms of Reference (TOR) and Scope of Services, provided that if changes in the TOR becomes necessary, the cost of these changes shall be within the ABC; 2. Methodology and work program proposed by the CMS Consultant; 3. Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, taking note of over-qualified personnel, to be commensurate with the compensation of personnel with the appropriate qualifications, number of man-months and schedule of activities (manning schedule) [Note that there should be no replacement of key personnel, except for justifiable reasons as may be determined by the BAC-C, such as death, incapacity, resignation, or delay in the evaluation process due to the fault of the Procuring Entity]. 4. Services, facilities, and data, if any, to be provided by Procuring Entity concerned; and 5. Provisions of the contract.

14. When will we get the responses to our clarifications?	The responses to the clarifications raised during the Pre-Bid Conference are reflected in this Bid Bulletin.
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b. Queries/Questions sent physically and via email

Queries/Questions	Clarifications/Responses
1. On page 154 of the TOR under Item 3 of Objectives indicates Consultant to include in its services “Detailed Design and Services in case there are changes in the Issued for Construction (IFC) Drawings during project implementation or whenever needed;” may we ask if this is not part of the service of the Design Consultant?	For Item 3, the CMS Consultant shall be responsible for coordinating with the Design Consultant and evaluating the proposed revisions in the IFC Drawings.
2. On Financial Proposal Form (FPF) 3, 4, 6, may we ask what is meant by “Activity No.” and “Activity Name”	<p>“Activity No.” refers to the order of number of the activity enumerated by the bidder.</p> <p>“Activity Name” refers to the scope of work or set of tasks to be performed by the bidder.</p> <p>Please refer to the attached revised forms: FPF 3 - Breakdown of Price Per Activity FPF 4 - Breakdown of Remuneration Per Activity; and FPF 6 - Miscellaneous Expenses.</p>
3. On FPF 4, do we need to provide individual forms for each key personnel? Do we use the same form(s) for the support personnel? In column 3, may we ask what is meant in the column “input?”	<p>No. The bidder shall list all the key personnel and support staff required to perform a particular activity.</p> <p>Please refer to the attached revised FPF 4 - Breakdown of Remuneration Per Activity.</p>

<p>4. On the Breakdown duration of Pre-Construction, Construction, and Post Construction in days or months, it was mentioned that the construction duration is 450 calendar days, may we ask if this period already includes the Pre-Construction Phase and work activities as well as the Post-Construction Phase to complete, turn-over, acceptance and closing of the project?</p>	<p>Please refer to the response in Item a.1</p>
<p>5. On FPF 6 - Miscellaneous Expenses, may we ask who will provide the service vehicle(s) for the entire project team, including the owner's representative?</p>	<p>The service vehicle for the owner's representative shall be provided by the Contractor while the CMS Consultant shall be responsible for providing the service vehicle for its own key personnel and support staff.</p>
<p>6. Following the minimum required man-months, are the highly recommended personnel to be part of the team and perform functions like the Safety Officer with PCO experience, and the Administrative Staff to redefine and expound his/her tasks and responsibilities as Document Control Officer (DCO) allowed as part of our Execution Plan and Construction Methodology following specific minimum required man-months?</p>	<p>Yes, the bidder may include in its Execution Plan and Construction Methodology the additional Support Staff in addition to the minimum requirements stated in Item 9 - Manning Requirements of the TOR.</p> <p>The bidder shall indicate clearly the man-months to be rendered by the support staff and the proposed timing of the reports, if any. This should be reflected in Item B of the attached revised TPF 7 - Time Schedule for Professional Personnel, consistent with Section 10.2.c(vii) of the ITB which states that:</p> <p style="text-align: center;"><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</i></p>

	<p><i>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 the basis for maintaining a full-time supervisor for the Support Staff to perform the overall supervision and inspection of the project pursuant to Item 9 - Manning Requirement of the TOR, to wit:</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 through the said man-months in the TPF 7, pursuant to Section 11.4 of ITB, to wit:</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> <p>The additional Support Staff proposed by the bidder beyond the minimum requirement prescribed in the TOR shall be at no cost to the BCDA.</p>
<p>7. On page 157 Item 4.2.37, “Deploy Two (2) Engineers and One (1)</p>	<p>No. The two (2) Engineers and one (1) Administrative Officer required in Item</p>

administrative assistant to serve as support staff to BCDA-PMT”, may we ask if these 2 engineers and 1 administrative assistant THE SAME as the Administrative Officer and Site Engineers indicated in TPF 5?	4.2.37 in the TOR is different from Support Staff enumerated in those listed in TPF 5.
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II. AMENDMENTS ON THE FORMS

The Bidder is hereby informed of the changes/revisions on the Technical Proposal Form and Financial Proposal Forms.

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II. Support Staff
Geotechnical / Foundation Engineer
Electrical Engineer
Mechanical Engineer
Sanitary / Plumbing / Drainage Engineer
Quantity Surveyor
Field / Site Engineer 1
Field / Site Engineer 2
Field / Site Engineer 3
BIM Specialist
CAD Operator
Administrative Officer
Utility Personnel
Messenger

Please refer to the attached revised TPF 7. Time Schedule for Professional Personnel.

2) Revised FPF 3. Breakdown of Price Per Activity

FPF 3. BREAKDOWN OF PRICE PER ACTIVITY			FPF 3. BREAKDOWN OF PRICE PER ACTIVITY																														
<p><i>Procurement of Consulting Services for the Construction Management and Supervision (CMS) for the Construction of Roads, Utilities and Preparatory Works at Morong Discovery Park</i></p>			<p><i>Procurement of Consulting Services for the Construction Management and Supervision (CMS) for the Construction of Roads, Utilities and Preparatory Works at Morong Discovery Park</i></p>																														
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<p>[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)] [Title] Date: _____</p>			<p>[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)] [Title] Date: _____</p>																														
			<p>Activity No.: 1</p> <p><u>Activity Name: Pre-Construction Activities</u></p> <p><u>Description: Review of Detailed Architectural and Engineering Design, Bill of Quantities and Cost Estimates, and establishment of procedures for the implementation of the project. Please refer</u></p>																														

to Item 4.1 of the Terms of Reference for the detailed description of the activity.

Activity No.: **2**

Activity Name: **Construction Activities**

Description: Perform overall monitoring and supervision of the implementation of the project in accordance with the approved safety and quality standards, plans, specifications, and budget. Please refer to Item 4.2 of the Terms of Reference for the detailed description of the activity.

Activity No.: **3**

Activity Name: **Post-Construction Activities**

Description: Conduct preliminary inspections, rectification works, and final inspection of the Project. Prepare final report and certify completion of the Project. Please refer to Item 4.3 of the Terms of Reference for the detailed description of the activity.

Please refer to the attached revised FPF 3. Breakdown of Price Per Activity.

3) Revised FPF 4. Breakdown of Remuneration Per Activity

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Procurement of Consulting Services for the Construction Management and Supervision (CMS) for the Construction of Roads, Utilities and Preparatory Works at Morong Discovery Park

Activity No.: _____ Name: _____

Names	Position	Input ¹	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium]
[Title]
Date: _____

¹ Staff months, days, or hours as appropriate.

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Procurement of Consulting Services for the Construction Management and Supervision (CMS) for the Construction of Roads, Utilities and Preparatory Works at Morong Discovery Park

Activity No. 2	Activity Name: <u>Construction Activities</u>	No. of Man-Months	Remuneration Rate	Amount
Eq. Personnel				
Support Staff				
Subtotal				
Activity No. 2	Activity Name: <u>Construction Activities</u>	No. of Man-Months	Remuneration Rate	Amount
Eq. Personnel				
Support Staff				
Subtotal				
Activity No. 2	Activity Name: <u>Post-Construction Activities</u>	No. of Man-Months	Remuneration Rate	Amount
Eq. Personnel				
Support Staff				
Subtotal				
Total				

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium]
[Title]
Date: _____

FIRST TABLE
Activity No.: **1**

	<p>Activity Name: <u><i>Pre-Construction Activities</i></u></p> <p>First Column Name <u><i>Key Personnel</i></u> <u><i>Support Staff</i></u></p> <p>Third Column <u><i>No. of Man-Months</i></u></p> <p>Fourth Column <u><i>Remuneration Rate</i></u></p> <p>SECOND TABLE Activity No.: <u>2</u> Activity Name: <u><i>Construction Activities</i></u></p> <p>First Column Name <u><i>Key Personnel</i></u> <u><i>Support Staff</i></u></p> <p>Third Column <u><i>No. of Man-Months</i></u></p> <p>Fourth Column <u><i>Remuneration Rate</i></u></p> <p>THIRD TABLE Activity No.: <u>3</u> Activity Name: <u><i>Post-Construction Activities</i></u></p> <p>First Column Name <u><i>Key Personnel</i></u> <u><i>Support Staff</i></u></p> <p>Third Column <u><i>No. of Man-Months</i></u></p> <p>Fourth Column <u><i>Remuneration Rate</i></u></p> <p>Please refer to the attached revised FPF 4. Breakdown of Remuneration Per Activity.</p>
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4) Revised FPF 6. Miscellaneous Expenses

FPF 6. MISCELLANEOUS EXPENSES					
<p><i>Procurement of Consulting Services for the Construction Management and Supervision (CMS) for the Construction of Roads, Utilities and Preparatory Works at Morong Discovery Park</i></p>					
Activity No. _____		Activity Name: _____			
No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs between _____ and _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports Equipment: vehicles, computers, etc.				
3.	Software				
4.	Grand Total				
<p>[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)] [Title] Date: _____</p>					

FPF 6. MISCELLANEOUS EXPENSES				
<p><i>Procurement of Consulting Services for the Construction Management and Supervision (CMS) for the Construction of Roads, Utilities and Preparatory Works at Morong Discovery Park</i></p>				
Activity No. <u>1</u>		Activity Name: <u>Pre-Construction Activities</u>		
No.	Description	Unit	Quantity	Total Amount
1.	<u>Local Transportation</u>			
2.	<u>Drafting, Printing and Reproduction</u>			
3.	<u>Equipment and software</u>			
4.	<u>Communication Expenses</u>			
		<u>Sub-total</u>		
Activity No. <u>2</u>		Activity Name: <u>Construction Activities</u>		
No.	Description	Unit	Quantity	Total Amount
1.	<u>Local Transportation</u>			
2.	<u>Drafting, Printing and Reproduction</u>			
3.	<u>Equipment and software</u>			
4.	<u>Communication Expenses</u>			
		<u>Sub-total</u>		
Total				

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]
[Title]
Date: _____

Activity No.: 1
Activity Name: Pre-Construction Activities

Description
Local Transportation
Drafting, Printing and Reproduction
Equipment and software
Communication Expenses
Sub-total


Activity No.: 2
Activity Name: Construction Activities

Description
Local Transportation
Drafting, Printing and Reproduction
Equipment and software
Communication Expenses

	<p><u>Sub-total</u></p> <p>Activity No.: 3</p> <p><u>Activity Name: Post-Construction Activities</u></p> <p>Description</p> <p><u>Local Transportation</u></p> <p>Drafting, Printing and Reproduction</p> <p><u>Equipment and software</u></p> <p><u>Communication Expenses</u></p> <p><u>Sub-total</u></p> <p>Please refer to the attached revised FPF 6 - Miscellaneous Expenses</p>
5) Editable Forms	
The editable bidding forms may be downloaded using the link below:	
https://bit.ly/BACC008-RevisedForms	

This Bid Bulletin shall be considered as an integral part of the Bidding Documents for the afore-cited Consulting Services. All provisions and statements in the Bidding Documents for the Consulting Services inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued this 4th of May 2023.



ARREX A. PEREZ

Chairman
Bids and Awards Committee for Consulting Services

BACC2023-0081