

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE CONSTRUCTION
MANAGEMENT AND SUPERVISION (CMS) SEABEES (NCEBDe) FACILITIES AT
NAVAL STATION LEOVIGILDO GANTIOQUI, SAN ANTONIO, ZAMBALES**

Bid Bulletin No. 01

This Bid Bulletin clarifies queries/questions raised during the Pre-Eligibility Conference held on 31 August 2023 pertaining to the above-cited Consulting Services.

I. QUERIES/QUESTIONS BY THE BIDDERS

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

Queries/Questions	Clarifications/Responses
1. May we ask if e-signature is acceptable?	<p>Yes, but it will be subject to verification.</p> <p>There are two (2) types of e-signatures: the image representation and the digital signature with a certificate from an authorized entity attached to it.</p> <p>Since there are two (2) types of e-signature, one that we can verify easily and the other that we may have to compare with an actual wet signature, digital signatures with certificates are better used on the CVs of the personnel.</p>
2. Regarding <i>EF 4: Consultant's Reference</i> , should the entire Terms of Reference (TOR) be attached?	Yes. Attachments for <i>EF 4: Consultant's Reference</i> are signed contracts with Scope of Work/TOR.

II. PRESENTATION FOR THE PRE-BID CONFERENCE

The presentation discussed during the Pre-Eligibility Conference held on 31 August 2023 can be accessed using the link below:

<http://tinyurl.com/BACC028-PreEligConf-PPT>

This presentation is for discussion purposes only. Should there be any inconsistencies, the bidding documents (i.e Request for Expression of Interest, Eligibility Documents, Terms of Reference, and Bidding Forms) shall prevail over the presentation.

III. SCHEDULE OF PROCUREMENT ACTIVITIES*

Activities		Time	Date	
1	Advertisement/Posting of Request for Expression of Interest		August 24, 2023	
2	Availability of Bidding Documents		August 24, 2023	October 18, 2023
3	Pre-Eligibility Conference	9:00 AM	August 31, 2023	
4	Deadline for Requests for Clarification	5:00 PM	September 2, 2023	
5	Issuance of Bid Bulletin for Additional Clarifications		September 5, 2023	
6	Deadline for Submission of Eligibility Documents	9:00 AM	September 12, 2023	
7	Opening of Eligibility Documents and Eligibility Check	10:00 AM	September 12, 2023	
8	Evaluation and Shortlisting		September 13, 2023	September 20, 2023
9	Notification on the results of Eligibility Check and Shortlisting		September 26, 2023	

* subject to change

V. REMINDERS

a. General Notes/Reminders

1. All data on the forms shall be correct and consistent.
2. All forms shall be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
3. The CVs of all the nominated key personnel shall be supported with valid licenses/professional registrations, certificates of training attended, diplomas, work experiences and other supporting documents relative to the credentials of the proposed Professional staff.

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

4. Only contracts/projects that are supported with proofs shall be considered for evaluation, as follows:
 - 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 issued by the client for ongoing contracts and for contracts awarded but not yet started.
5. Only training supported with proofs shall be considered for evaluation.
6. For the Eligibility Forms:

Eligibility Form	Duly signed by the Authorized Representative	Duly Notarized
• EF 1 - Eligibility Documents Submission Form	✓	
• 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 5 Years	✓	
• EF 3A - Summary of Completed Projects for the Past 5 Years (All completed government and private contracts)	✓	
• EF 3B - Summary of Ongoing Projects for the Past 5 Years (All ongoing government and private contracts, including contracts awarded but not yet started as well as contracts where works have been completed but not yet accepted)	✓	
• EF 4 - Consultant's References: Relevant Services Carried Out for the	✓	

Past 5 Years That Best Illustrate Qualifications		
• EF 5 - Summary of Curriculum Vitae (CV)	✓	
• EF6A to 6H - Format of CV for Proposed Professional Staff	✓ (should also be duly signed by the nominated Key Personnel)	
• EF 7 - Statement of Consultant Specifying its Nationality and Confirming that those who will Actually Perform the Services are Registered Professionals	✓	
• EF 8 - Format of CV of the Firm/Entity	✓	
• EF 9 - Statement of Project With at Least PhP 33,000,000.00 Contract For The Past 5 Years	✓	
• EF 10 - Certificate of Availability of Key Personnel	✓	
• Secretary's Certificate Format (where applicable)	✓	✓
• Special Power of Attorney Format (where applicable)	✓	✓
• Partnership Resolution Certificate Format (where applicable)	✓	✓

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the duly authorized representative of the prospective bidder.

b. **Deadline for Submission of Eligibility Documents.** The Eligibility Documents must be duly received by the BAC-C Secretariat through manual/physical submission at the BCDA Central Receiving and Releasing Area (CRRRA), BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, **on or before 9:00 AM of 12 September 2023, Tuesday**. Late submission of Eligibility Documents shall not be accepted. The prospective bidders may submit their Eligibility Documents before the deadline for submission of bids to avoid late submission. The editable eligibility forms may be downloaded using the link below:

<http://tinyurl.com/BACC028-Eligibility-Forms>

Please be reminded that the reference time that will be followed shall be the computer system clock at the **BCDA-CRRA**, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City. All bidders are advised to synchronize their timepieces therewith.

- c. **Opening of Eligibility Documents and Eligibility Check.** Opening of Eligibility Documents and Eligibility Check shall be on **12 September 2023, 10:00 AM** at the BCDA Office, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, and/or through:

Zoom link

<https://tinyurl.com/OpenEligSB>

For Online Participants:

1. Online participants will be requested to register to be admitted on the call.
2. The online platform will be opened 15 minutes prior to official start at 10:00 A.M. and participants are required to log in no later than five minutes prior to the said official start time.
3. The BAC-C Secretariat is the host of the meeting. We may mute/unmute audio inputs of any or all participants. Mute your mic whenever you're not speaking.
4. All participants shall use the following name format for easy identification:
<Company Acronym>_<Full Name of participant>
5. The camera should be turned off by default to preserve your Internet connection bandwidth and assure better audio. However, during the roll call, kindly turn on your camera, state the complete name of your company and your full name, so that you can be properly identified and acknowledged. The camera should again be turned off after the roll call.
6. Please refrain from asking questions during the presentation but rather type these in the chat box provided. The Secretariat shall then read each of the questions during the Q&A portion, and these will be answered by the BAC-C one by one.

7. If a prospective bidder needs to further clarify or ask follow-up questions, they can do so by raising their hand. Please wait to be acknowledged before speaking. Only one (1) participant shall speak at a time.

For In-Person Participants:

All bidders must adhere to the following health and safety protocols:

1. A maximum of two (2) participants per bidder is allowed to join the conference.
2. Participants must wear a face mask, and observe social distancing all throughout the conduct of the activity.
3. Bidders who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature, and sneezing are advised not to proceed to the BCDA Office since they will not be allowed to enter the BCDA premises.

Eligibility Documents will be opened in the presence of the prospective bidder or its authorized representative who chooses to attend the activity. Attendance of the bidders during the opening of the Eligibility Documents is not mandatory, but merely discretionary or optional.

All prospective bidders are also reminded to regularly check the PhilGEPS and BCDA's website for updates, advisories and postings of Bid Bulletin in relation to this procurement activity.

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 5th day of September 2023.

ARREY A. PEREZ⁰⁹⁻⁰⁵⁻²³
Chairman
Bids and Awards Committee for Consulting Services