

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE CONDUCT OF LAND
SURVEY FOR VARIOUS BCDA PROPERTIES**

Bid Bulletin No. 01

This Bid Bulletin clarifies queries/questions raised during the Pre-Eligibility Conference held on 03 November 2023 and written clarifications received through email 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. Can the Minimum Qualification for Instrument man be relaxed to High School undergraduate?	We maintain the minimum qualification for Instrument Man to be AT LEAST High School Graduate.
2. Under Similar Projects for the Contract, can we consider alignment surveys which are measured in kilometers?	No, the bidder should consider and indicate the area of the parcellary surveys which were the basis for the alignment survey.
3. In considering the area surveyed, will the project area or individual area of the lots be considered?	The bidder shall consider the project area as a whole.
4. Under Similar Projects for the Contract, can delineation survey of river boundaries be considered? and how to convert the said project to area?	Similar projects refer to parcellary, consolidation/subdivision. The areas surveyed should be with technical descriptions and not areas multiplied by length and width only.
5. Redundancy of submission of requirements for other documents: EF4 vs EF6	The submission of eligibility forms are mandatory requirements as prescribed in RA 9184. Nevertheless, there is no redundancy between EF4 and EF6. EF4 - Consultant's Reference refers to the completed/ongoing projects of the Firm. The supporting documents attached

	<p>to this form pertains to details of the projects that the consultant/firm completed/ongoing.</p> <p>Meanwhile, EF6 - Curriculum Vitae for the Proposed Professional Staff refers to the nominated key personnel of the firm who will undertake the scope of works of the consultancy services. The required supporting documents pertain to the qualifications, involvement in projects completed and accomplishments of the nominated key personnel. The supporting documents for both EF4 and EF6 are imperative to substantiate the statements made by both the firm and the nominated key personnel. The editable eligibility forms can be downloadable at this link Link to editable Eligibility Documents: https://tinyurl.com/BACC010EligibilityDocuments</p>
6. Bid Submission Clarification: How many copies of the bid documents are to be submitted?	Prospective bidders shall submit One (1) Original and One (1) Copy of the Eligibility Documents.
7. Clarification on Compensation and Terms of Payment: Are the Terms of Payment per site or for all projects? Can the Compensation and Terms of Payment be modified?	<p>Progressive payment scheme will be implemented as prescribed in the Compensation and Terms of Payment.</p> <p>This applies to the whole contract scope specified in the Terms of Reference.</p> <p>There will be no modification to the Compensation and Terms of Payment as stated in the Terms of Reference for the Project.</p>
8. Can items b and d under the <i>Compensation and terms of Payment</i> can be joined as one Item?	Please refer to the third paragraph of the answer above.

b. Queries/Questions sent via Email

<p>1. Based on EF 3A. Summary of Completed Projects for the Past 5 years, it is stated that we should indicate the Project No. as shown in EF 4. Consultant's References, but upon reviewing, there is no Project No. stated in EF 4. Consultant's References, and as you indicate Project No, were you referring to Contract ID or any Project Identification number for every specific contract?</p>	<p>Each project listed in EF3A should have one EF4. To illustrate, if there are eight (8) projects listed in EF3A, then the firm shall submit eight (8) EF4s.</p> <p>The "Project No." refers to the bidders' own generated sequence when filling out the EF3A. The Project No. on EF 4 will act as a tag or label that will correspond to the project's sequence in EF3A. To illustrate:</p> <p>Project No. 001 - Delineations Survey of XX Project No. 002 - Parcellary Survey of YY Project No. 003 - Subdivision Plan Survey of ZZ.</p>
<p>2. Are we allowed to have an additional key staff like Geodetic Engineer and Instrument Man aside from the required?</p>	<p>Yes, it is allowed to have more than what is required, as long as the Project Manager and the two (2) Sr. Geodetic Engineers, and two (2) Instrument Men are present in the list of Key Personnel.</p>
<p>3. Do we have to purchase Bidding Documents before the deadline of submission of Eligibility Documents?</p>	<p>No. The payment is not required during the submission of Eligibility Documents.</p> <p>The payment is required for the shortlisted bidders who will be submitting their Technical and Financial Proposals on or before <u>9:00 AM, 06 December 2023.</u></p>
<p>4. What format should we use for the Secretary's Certificate for Corporations but not entering into a joint venture? Because upon reviewing the given format, it is stated "that the corporation shall enter into a joint venture with _____"</p>	<p>The Corporation may use their own format of the Secretary's Certificate if they will not be entering into a Joint Venture. It is mandatory that the Secretary's Certificate is notarized.</p>

II. PRESENTATION FOR THE PRE-ELIGIBILITY CONFERENCE

The presentation discussed during the Pre-Eligibility Conference held on 03 November 2023 can be accessed using the link below:

Pre Eligibility Presentation
<https://tinyurl.com/BACC010PreEligPres>

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	Deadline for Requests for Clarification	05:00 PM	04 November 2023
2	Issuance of Bid Bulletin in response to the Clarifications		06 November 2023
3	Deadline for Submission of Eligibility Documents	01:00 PM	13 November 2023
4	Opening of Eligibility Documents and Eligibility Check	02:00 PM	13 November 2023
5	Eligibility Check and Shortlisting		13-14 November 2023
6	Notification on the Results of Eligibility Check and Shortlisting		15 November 2023

** subject to change*

IV. OTHER CLARIFICATIONS

1. For bidders who are sole Proprietor, kindly submit a DTI Certificate as an additional requirement for the bidding.
2. Updated Checklist and Tabbing of Eligibility Requirements (Annex A)

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 Forms	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 6E - Format of CV for Proposed Professional Staff	✓ (should also be duly signed by the nominated Key Personnel)	
• EF 7 - Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals, as applicable	✓	
• EF 8 - Format of CV of the Firm/Entity	✓	
• EF 9 - Statement of Project with an Area of at least 100 has. 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 (CRRA), BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, **on or before 1:00 PM of 13 November 2023, Monday**. 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:

Eligibility Documents

<https://tinyurl.com/BACC010EligibilityDocuments>

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 **13 November 2023, 2:00 PM** 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/BACC10OpEligDocs>

Meeting ID: 974 5613 1792

Passcode: 243954

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 02:00 P.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 6th day of November 2023.

MADONNA M. CINCO

Vice Chairperson

Bids and Awards Committee for Consulting Services

BACC2023-0316

ANNEX A

BASES CONVERSION AND DEVELOPMENT AUTHORITY

***PROCUREMENT OF CONSULTING SERVICES FOR THE CONDUCT OF LAND
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ELIGIBILITY FORMS

CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

Tab #	Form No.	Description
1	EF 1	Eligibility Documents Submission Form
2		PhilGEPS Certificate of Registration under Platinum Membership (all pages) pursuant to Section 8.5.2 of the 2016 revised IRR, as amended by GPPB Resolution No. 15-2021.
3	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.
4		Summary of projects
4a	EF 3A	Summary of completed projects for the past 5 years (all completed government and private contracts)
4b	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)
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:
7a		Project Manager
7b		Sr. Geodetic Engineer 1
7c		Sr. Geodetic Engineer 2
7d		Instrument Man 1
7e		Instrument Man 2
8	EF 7	Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals, as applicable

9	EF 8	Format of CV of the firm/entity
10	EF 9	Statement of Project with an Area of at least 100 has. for the Past 5 Years
11	EF 10	Certificate of Availability of Key Personnel
12		<p>Class "B" Document (if the bid is a joint venture) An executed Joint Venture Agreement (JVA) between parties, for joint venture. 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.</p> <p>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.</p>

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.