

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. 03

This Bid Bulletin clarifies queries/questions raised during the Pre-Bid Conference held on 24 November 2023.

I. QUERIES/QUESTIONS BY THE BIDDERS

Queries/Questions raised during the Pre-Bid Conference

Queries/Questions	Clarifications/Responses
1. Clarification regarding the submission date of Technical and Financial Proposals	The submission of the Technical and Financial Proposal is on December 6 2023, not later than 9:00 AM, at the BCDA office at Bonifacio Technology Center, BGC, Taguig City.

II. PRESENTATION FOR THE PRE-BID CONFERENCE

The presentation discussed during the Pre-Bid Conference held on 24 November 2023 can be accessed using the link below:

Pre-Bid Presentation

<https://tinyurl.com/PreBidPresentationLS>

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 of Submission of Technical and Financial Proposals	on or before 9:00 AM	Wednesday, December 06, 2023
2. Opening and Preliminary Examination of Bids	10:00 AM	Wednesday, December 06, 2023

Activities		Time	Date	
3	Evaluation of Technical Proposals		Thursday, December 07, 2023	Monday, December 11, 2023
4	Notification/Invitation for Opening of Financial Proposals		Monday, December 11, 2023	
5	Opening of Financial Proposals	1:00 PM	Tuesday, December 12, 2023	

** subject to change*

IV. OTHER CLARIFICATIONS

1. Updated Checklist and Tabbing of Technical Proposals (Annex A)
2. Updated TPF 2 Consultants References (Annex B)
3. Updated TPF 8 Activity (Work) Schedule (Annex C)
4. Updated FPF 1 Consultants References (Annex D)

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 Technical Proposal Forms:

Technical Proposal Forms	Duly signed by the Authorized Representative	Duly Notarized
• TPF 1 - Technical Proposal Submission Form	✓	✓
• Bid Security (Bid Securing Declaration Form)	✓	✓
• TPF 2 - Consultant's References	✓	
• TPF 3 - Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity	✓	
• TPF 4 - Description of the Methodology and Work Plan for Performing the Project	✓	
• TPF 5 - Team Composition and Task	✓	
• TPF 6 - CV for Proposed Professional Staff	✓ (should also be duly signed by the nominated Key Personnel and authorized representative)	✓
• TPF 7 - Time Schedule for Professional Staff	✓	
• TPF 8 - Activity (Work) Schedule	✓	
• Omnibus Sworn Statement	✓	✓
• Secretary's Certificate/Special Power of Attorney	✓	✓

For the Financial Proposal Forms:

Financial Proposal Forms	Duly signed by the Authorized Representative	Duly Notarized
● FPF 1 - Financial Proposal Submission Form	✓	✓
● FPF 2 - Summary of Costs	✓	
● FPF 3 - Breakdown of Price per Activity	✓	
● FPF 4 - Breakdown of Remuneration per Activity	✓	
● FPF 6 - Miscellaneous Expenses	✓	

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 Technical and Financial Proposals.** The Technical and Financial Proposals 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 06 December 2023, Wednesday**. Late submission of Technical and Financial Proposals shall not be accepted. The prospective bidders may submit their Technical and Financial Proposals before the deadline for submission of bids to avoid late submission. The editable Technical and Financial Proposals may be downloaded using the link below:

<https://tinyurl.com/TechFinForms>

Please be reminded that the reference time that will be followed shall be the computer system clock at the **BCDA-CRRRA**, 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 and Preliminary Examination of Technical Proposals.** Opening and Preliminary Examination of Technical Proposals shall be on **06 December 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/OPPreExamTechProp>

Meeting ID: 977 1651 1394

Passcode: 940336

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.

Technical and Financial Proposals 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 Technical and Financial Proposals 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 29th day of November 2023.


VIRGIL M. ALVAREZ

Chairperson
Bids and Awards Committee for Consulting Services

ANNEX A

BASES CONVERSION AND DEVELOPMENT AUTHORITY

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

CHECKLIST AND TABBING OF TECHNICAL PROPOSAL

Tab No.	Form No.	Description	Duly Signed by the Authorized Representative	Duly Notarized
1	TPF 1	Technical Proposal Submission Form	●	●
2	-	Bid Securing Declaration Form	●	●
3	TPF 2	Consultant's References	●	
4	TPF 3	Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity	●	
5	TPF 4	Description of the Methodology and Work Plan for Performing the Project	●	
6	TPF 5	Team Composition and Task	●	
7	TPF 6	Format of Curriculum Vitae (CV) for Proposed Professional Staff:		
7a		Project Manager	●	●
7b		Senior Geodetic Engineer 1	●	●
7c		Senior Geodetic Engineer 2	●	●
7d		Instrument Man 1	●	●
7e		Instrument Man 2	●	●
8	TPF 7	Time Schedule for Professional Personnel	●	
9	TPF 8	Activity (Work) Schedule	●	
10	-	Omnibus Sworn Statement (Revised)	●	●
11	-	Secretary's Certificate / Special Power of Attorney	●	●

Note: BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective bidder out of the data furnished by BCDA in relation to this bidding. The prospective 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.

TPF 2. CONSULTANT’S REFERENCES

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

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

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project No. *[State numerical order starting with number 1]*

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		N ^o of Staff:
Address:		N ^o of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Php):
Name of Associated Consultants, if any:		N ^o of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
<p>Narrative Description of Project: Description of Actual Services and Nature of Services/Engagement (whether principal consultant, associate consultant, support consultant, percentage of interest in the partnership or Joint Venture [in the case of Joint Venture Arrangement], sub-contractor, etc.) provided by Your Firm and Your Staff (whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.). Please list down all your staff members involved in each project for which bidder was contracted. Proof of Undertaking (Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts and Notice of Award, Notice to Proceed or signed contracts for on-going contracts and for contracts awarded but not yet started.)</p>		

Consultant’s Name [Firm/Entity/JV/Consortium]: _____

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

[Title]

Date: _____

TPF 8. ACTIVITY (WORK) SCHEDULE

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

A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of project.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Preliminary Report	
3. Bi-monthly Progress Reports	
4. Final Report	

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

[Title]

Date: _____

FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

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

[Date]

The Bids and Awards Committee – Consultancy Services
Bases Conversion and Development Authority
BCDA Corporate Center, 2/F Bonifacio Technology Center
31st corner 2nd Avenue, Bonifacio Global City, Taguig City.

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[Title of Project]* in accordance with your Bidding Documents dated *27 October 2023* and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, *[Date]*.

In accordance with **GCC** Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*
Doc. No. _____
Page No. _____
Book No. _____
Series of 2023