

BIDS AND AWARDS COMMITTEE for GOODS

CHECKLIST OF REQUIREMENTS

PROCUREMENT OF APPRAISAL SERVICES FOR VARIOUS BCDA PROPERTIES

*Pre-Bid Conference
Wednesday @ 10:00 AM, 29 August 2024
Bids and Award Committee for Goods (BAC-G)*

PROCUREMENT OF APPRAISAL SERVICES FOR VARIOUS BCDA PROPERTIES

PRESENTATION OUTLINE:

- **TECHNICAL AND FINANCIAL REQUIREMENTS;**
- **MARKING AND SEALING OF ENVELOPES;**
- **IMPORTANT REMINDERS; and,**
- **SCHEDULE OF BIDDING ACTIVITIES.**

CHECKLIST OF REQUIREMENTS

“For the Bid Form, Price Schedules, Bid Securing Declaration, Omnibus Sworn Statement, JVA or Notarized Statements as to forming JV for Goods, Performance Securing Declaration, if used, and Contract Agreement Form, the Bidder or its authorized representative shall be required to provide its name, legal capacity, and signature thereon. (Section 6.2 of GPPB Circular 04-2020) Failure to do so shall be a ground for the rejection of bid”.

CHECKLIST OF REQUIREMENTS

PROPERLY TABBED AS FOLLOWS:

TECHNICAL COMPONENT ENVELOPE
(FIRST ENVELOPE)

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - LEGAL DOCUMENTS

**TAB
A**

Valid PhilGEPS Certificate of Registration under Platinum Membership (all pages) in accordance with Section 8.5.2 of the RIRR of RA No. 9184 (Government Procurement Reform Act).

Section 8.5.2:

All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):

- A. Registration Certificate;**
- B. Valid Mayor's/Business Permit or its Equivalent Document;**
- C. Valid Tax Clearance; and,**
- D. Audited Financial Statements (Year Ended 2023).**

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
B**

Statement of the prospective bidder of ALL its ONGOING Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

**TAB
C**

Statement of the Bidder's Single Largest Completed Contract (SLCC), similar to the contract to be bid.

Bidders should have completed, within seven (7) years prior to the date of submission and receipt of bids, a contract similar to the Project equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI;

Similar Contract/s shall refer to:

- A. Approved Appraisal Contracts which involves appraisal of real property (i.e land, structure or other real property). ; and,
- B. Similar Contract completed within seven (7) years prior to the deadline for the submission and receipt of bids.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

The TWO (2) Statements (ONGOING AND SLCC) requirements shall indicate the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of Goods;
- for Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- for Statement of SLCC - amount of completed contract, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; and,
- date of delivery

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

- ❑ The statement of ALL ONGOING contracts requirement is merely a “statement” of all ongoing contracts. It refers to a “statement” to be made by the bidder relative to all its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contract.

- ❑ The statement of SLCC to be submitted by the bidder shall attach ANY of the following proof:
 - ❑ End User’s Acceptance; OR,
 - ❑ Official Receipt issued for the contract; OR,
 - ❑ Sales Invoice issued for the contract, if completed.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

FORMS: ONGOING AND SLCC

SF-G&S-19A

**Statement of All Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started**

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name/ Address/ Contract Number	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government Contracts:							
1							
2							
Private Contracts:							
1							
2							
Total Amount:							

*Continue in a separate sheet if necessary.

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

Duly signed by the Bidder's Authorized Representative

SF-G&S-19B

**Statement of Single Largest Completed Contract (SLCC)
Similar in Nature to the Contract to be Bid**

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name/Address/ Contract Number	Kinds of Goods	Amount of Contract	Date of Delivery

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:
This statement shall be supported by ANY of the following:

- End User's Acceptance, or
- Official Receipt of the last payment received, or
- Sales Invoice.

Duly signed by the Bidder's Authorized Representative

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
D**

Bid Security in ANY of the following forms and amounts:

ABC: Php 3,725,120.00 (Lot 1 Php 1,862,560.00; Lot 2 Php 1,862,560.00)

❖ <u>Original Copy of Notarized Bid Securing Declaration</u>	<i>Bidding Forms</i> <u>FORM: BID SECURING DECLARATION</u>
❖ <u>Cash or Cashier's/Manager's Check</u> issued by a Universal or Commercial Bank.	2% of the ABC Php 37,251.20 - Per Lot
❖ <u>Bank Draft/Guarantee or Irrevocable Letter of Credit</u> issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
❖ <u>Surety Bond</u> with a Certificate from the Insurance Commission	5% of the ABC Php 93,128.00 - Per Lot

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
E**

Conformity with Technical Specifications (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VII)

Conformity with Schedule of Requirements (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VI)

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

SECTION VII. Technical Specifications

Appraiser	Specification	Statement of Compliance
	<p>A. Objective</p> <p>The BCDA intends to engage the services of two (2) independent Appraisal Companies simultaneously (Appraiser 1 and Appraiser 2) to determine the current valuation and 3 year valuation projections for various BCDA properties which will be used as one of the basis in determining the baseline value in the disposition and/or development of BCDA properties. The engagement will be via Section 10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.</p>	
	<p>B. GENERAL REQUIREMENTS</p> <p>The Appraisal Company/Firm:</p> <ul style="list-style-type: none"> Must be registered with the Philippine Government Electronic Procurement System; Have at least seven (7) years of experience in real estate appraisal; Have undertaken at least 20 projects for the last 5 years or from 2019 to present; Assign a Team Leader who is a licensed appraiser under the Philippine Regulatory Commission (PRC) and who has at least five (5) years of experience in valuation, real estate consultancy and advisory services; Assign at least three (3) other additional Real Estate Appraisers to the Project with at least three (3) years of relevant experience and where at least one (1) of the appraisers is female. Must not have any pending projects/contracts with BCDA at the date of submission of bids The Appraisal Company/Firm is required to submit the following documents to be used by BCDA as the basis for its evaluation: <ul style="list-style-type: none"> Annex A: Duly Notarized Curriculum Vitae of the Appraisal Firm/Company Annex B: Duly Notarized Curriculum Vitae of the Team Leader and the 3 Real Estate Appraisers (1 Licensed Real Estate Appraiser as Team Leader + 3 other Real Estate Appraisers = total of 4 Real Estate Appraisers) showing the number of years of experience relevant to appraisal works, background of employment record 	

and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the assigned tasks.

The Appraisal Company/Firm is required to submit the above mentioned documents (Annexes A and B) with the other required attachments with notarization as required.

The Financial Bid shall not exceed the Approved Budget for the Contract (ABC) and shall be deemed to include the cost of all applicable taxes, duties, fees, levies, and all other charges imposed under applicable laws.

Bids received in excess of the ABC shall be automatically rejected.

The contract shall be effective for a period of One Hundred Twenty (120) calendar days from the Notice to Proceed (NTP) or until the issuance by BCDA of the Certificate of Completion and Acceptance upon complete delivery and acceptance by BCDA of all the requirements as agreed with the Appraisal Firm/Company based on this Technical Specifications

C. SCOPE OF SERVICES (The Scope of Services is the same for Appraiser 1 and Appraiser 2)

All appraisal reports shall include a prospective 3-year valuation projection for each property (for years 2025-2027).

	Property	Appraisal Requirement
1.	Northrail (Bulacan) Properties	
1.1	Harmony Hills, San Jose Del Monte, (20 individual Lots - total of 856 sqm.	MV and MR of land
1.2	Relocation site in Norzagaray (103 hectares)	
2.	Clark Subzone Properties	

2.1	Sapang Bato Commercial and Residential areas	MV and MR of land
3.	Camp John Hay Properties (CIH)	
	<i>CIH Housing Sites</i>	
3.1	Barangay Hillside - 3.8 hectares	MV and MR of land
3.2	Barangay Greenwater - 8.4 hectares	
3.3	Barangay Country Club - 13.8 hectares	
3.4	Barangay Upper Dagupan - 3.7 hectares	

	<i>CIH Hotels</i>	
3.5	Forest Lodge Hotel/CIH Suites Hotel	MV and MR of land and hotel structures and MR of each type of hotel unit.
3.6	Manor Hotel	
3.7	Country Homes	MV and MR of the residential development (land with structures; 1 representative unit for homes, estates, cottages, villas, cabins;
3.8	Country Estates	
3.9	Commander's Cottages/Estates	
3.10	Cottage 661 and 662	
3.11	Director's Hills	
3.12	Eco Village North and South	
3.13	Forest Cabins	
3.14	Forest Estates	
3.15	Golf Estates	
3.16	Sheridan Golf Villas	
3.17	Scout Hills Forest Cabins	

3.18	Eco Tourism Phase 2 Villas	
3.19	Bell Estates 1 and 2	MV and MR of the residential development (land with structure
3.20	Roosevelt Estates	MV and MR of the residential development (land with structures
	<i>CIH Other Properties</i>	
3.21	Bell Estates Free Dept. & Office	MV and MR of land and structure
3.22	CAF Convention Center	
3.23	Rocky Mountain Museum and office - 60 hectares forest area	
3.24	Golf Clubhouse, Drinking Range and Halfway House	
3.25	Transportation Center	
3.26	Sewage Treatment Plant Nos. 1, 2 and 6 under fire and water source	
3.27	Eco Tourism Phase 2 undeveloped area-land	MV and MR of Land
3.28	Ayala Technohub	MV and MR of the whole commercial development

F. CONTRACT TERMS AND EFFECTIVITY

The Appraisal Company/Firm shall enter into a Contract with BCDA and submit a Performance Bond or any instrument as may be prescribed pursuant to the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184. The terms of the contract (i.e. Contract, Special Conditions of Contract and General Conditions of Contract) shall likewise be in the general form as that prescribed under the Revised IRR of R.A. 9184.

G. The project shall end upon receipt by the Appraisal Company/Bidder of a Certificate of Acceptance/Completion from BCDA, which shall be upon BCDA's approval of the Appraisal Company/Bidder's Final Appraisal Report for all properties subject of the Project.

The FINAL APPRAISAL REPORTS shall be submitted by the Appraisal Company within 5 working days upon receipt from BCDA of the Notice to Finalize of the revised appraisal reports.

Bidder's Authorized Representative:

Bidder's Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

Section VI. Schedule of Requirements for each Appraisal

The delivery schedule expressed as days/weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

All appraisal reports shall include a prospective 3-year valuation projection for each property (for years 2025-2027).

Property	Appraisal Requirement	SCHEDULE OF DELIVERABLES			
		Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
1. Northral Properties					
1.1 Harmony Hills, San Jose Del Monte (20 Lots - total of 856 sqm)	MV and MR of land	within 7 working days from issuance of Notice to Proceed (NTP)	15 calendar days from ocular inspection	Within five (5) working days from receipt of Notice to Revise	Within five (5) working days from receipt of Notice to Finalize from BCDA
1.2 103 hectares relocation site in Norzagaray, Bulacan	3 years valuation projection (2025-2027)				
2. Clark Subzone Properties					
2.1 Sapang Bato Commercial and Residential area	MV and MR of land	within 5 working days from issuance of Notice to Proceed (NTP)	15 calendar days from ocular inspection	Within five (5) working days from receipt of Notice to Revise	Within five (5) working days from receipt of Notice to Finalize from BCDA
3. Camp John Hay Properties					
<i>Camp John Hay Properties (Housing Sites)</i>					
3.1 Barangay Hillside - 3.8 hectares	MV and MR of land	within 5 working days from issuance of NTP	30 calendar days from ocular inspection	Within five (5) working days from receipt of Notice to	Within five (5) working days from receipt of Notice to

Property	Appraisal Requirement	SCHEDULE OF DELIVERABLES			
		Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
3.2 Barangay Greenwater - 8.4 hectares	MV and MR of land	within 5 working days from issuance of NTP	30 calendar days from ocular inspection	Within five (5) working days from receipt of Notice to Revise	Within five (5) working days from receipt of Notice to Finalize from BCDA
3.3 Barangay Country Club - 13.8 hectares	3 years valuation projection (2025-2027)				
3.4 Barangay Upper Dagsian - 3.7 hectares					
<i>Camp John Hay Properties (Hotels)</i>					
3.5 Forest Lodge Hotel/Camp John Hay suites units	MV and MR of land, hotel structure and MR of each type of hotel unit	within 5 working days from issuance of NTP	45 calendar days from ocular inspection	Within five (5) working days from receipt of Notice to Revise	Within five (5) working days from receipt of Notice to Finalize from BCDA
3.6 Manor Hotels					
<i>Camp John Hay Properties (Cottages, Estates...)</i>					
3.7 Country Homes	MV/MR of the residential development (land with structure; 1 representative per unit)	within 5 working days from issuance of NTP	60 calendar days from ocular inspection	Within five (5) working days from receipt of Notice to Revise	Within five (5) working days from receipt of Notice to Finalize from BCDA
3.8 Country Estate Lots					
3.9 Commander's Cottage					
3.10 Cottage 661 and Cottage 662					
3.11 Directors' Hills					
3.12 Eco Village North and South					

Properties	Appraisal Requirement	SCHEDULE OF DELIVERABLES			
		Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
3.13 Forest Cabins					
<i>Camp John Hay Properties (Cottages, Estates...)</i>					
3.14 Forest Estates	MV and MR of the residential development (land with structure; 1 representative per unit for homes, estates, cottages, villas, cabins)	within 5 working days from issuance of NTP	60 calendar days from ocular inspection	Within five (5) working days from receipt of Notice to Revise	Within five (5) working days from receipt of Notice to Finalize from BCDA
3.15 Golf Estates					
3.16 Sheridan Golf Villas					
3.17 Scout Hills Forest Cabins					
3.18 Eco Tourism - Phase 2 Villas					
3.19 Bell Estate 1 and 2	3 years valuation projection (2025-2027)				
3.20 Roosevelt Estates					
<i>Camp John Hay (Other Properties)</i>					
3.21 Bell Estates Fire Dept and Office	MV and MR of the land and structure	within 5 working days from issuance of NTP	45 calendar days from ocular inspection	Within five (5) working days from receipt of Notice to Revise	Within five (5) working days from receipt of Notice to Finalize from BCDA
3.22 CAP Convention Center	3 years valuation projection (2025-2027)				
3.23 Rocky Mountain Museum and office + 60 hectares forested area					

3.24 Golf Clubhouse w/ driving range and halfway house					
3.25 Transportation Center					
3.26 Sewage Treatment Plant Nos. 1,2 and 6, water line and water source					
3.27 Eco Tourism Phase 2 - undeveloped area- land	MV and MR of land	3 years valuation projection (2025-2027)			
3.28 Ayala Technohub	MV and MR of the whole commercial development	3 years valuation projection (2025-2027)			

Bidder's Authorized Representative:

Bidder's Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

TAB
F

Original duly signed Notarized Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184, and using the form prescribed in Section VIII

Note:

The Notarized Omnibus Sworn Statement shall be accompanied by the Original Notarized Special Power of Attorney, Board/Partnership Resolution, or Original Notarized Secretary's Certificate, whichever is applicable.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

Form: Omnibus Sworn Statement (Revised)

Omnibus Sworn Statement (Revised)
(shall be submitted with the Bid)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

1. [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other.]

[If a sole proprietorship.] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder].

[If a partnership, corporation, cooperative, or joint venture.] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder].

2. [Select one, delete the other.]

[If a sole proprietorship.] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture.] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g. duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)].

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting.

4. Each of the documents submitted in satisfaction of the bidding requirements are true and correct, authentic copy of the original, complete, and all statements contained therein are true and correct.

5. [Name of Bidder] is authorizing the Head of the Procuring Entity and its representative(s) to verify all the documents submitted.

6. [Select one, delete the rest:]

[If a sole proprietorship.] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

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Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative.] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture.] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- Carefully examining all of the Bidding Documents;
- Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- Inquiring or securing Supplemental Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with undutifulness or abuse of confidence through misappropriation or conversion and payment received by a person or entity under an obligation involving the duty to deliver goods or services, to the prejudice of the public and the penalties pursuant to Article 318 of Act No. 3818 s. 1910, as amended under the Revised Penal Code.

I, _____, of legal age, [Civil Status], [Nationality], and residing at _____, Philippines, do hereby depose and state that I have hereunto set my hand this ___ day of ___, 20___ at _____.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Signature]

[Format shall be based on the latest Rules on Notarial Practice]

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OMNIBUS SWORN STATEMENT (REVISED)
SAMPLE FORM

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - FINANCIAL DOCUMENTS

**TAB
G**

The Prospective Bidder's Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5 (Section IX, Bidding Forms); OR,

FORMULA:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

Committed Line of Credit (CLC) from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.

CHECKLIST OF REQUIREMENTS - CLASS “B” DOCUMENTS, IF APPLICABLE

**TAB
H**

If applicable, a duly signed Joint Venture Agreement (JVA) in case the joint venture is already in existence; OR,

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.

CHECKLIST OF REQUIREMENTS

FINANCIAL COMPONENT ENVELOPE (SECOND ENVELOPE)

CHECKLIST OF REQUIREMENTS - FINANCIAL COMPONENTS

TAB
I

Original of duly signed and accomplished Financial Bid Form

TAB
J

Original of duly signed and accomplished Price Schedule(s)

Note:

- ❖ *Financial Proposal is INCLUSIVE of VAT and all applicable taxes and fees; and,*
- ❖ *Bids received in excess of the Approved Budget for the Contract (ABC) PER LOT to be bid shall be automatically rejected at bid opening.*

CHECKLIST OF REQUIREMENTS - OTHER DOCUMENTARY REQUIREMENTS UNDER RA NO. 9184, **AS APPLICABLE**

**TAB
K**

(For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos)

Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

**TAB
L**

Certification from the DTI if the Bidder claims preference as a Domestic Entity

SUMMARY

TAB	PARTICULAR (FIRST ENVELOPE - TECHNICAL COMPONENT)
A	<u>Valid PhilGEPS Registration Certificate (Platinum Membership)</u> (all pages) in accordance with Section 8.5.2 of the IRR; and,
B	<u>Statement of the prospective bidder of all its ongoing government and private contracts</u> , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and,
C	<u>Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid</u> , except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and,
D	<u>Original copy of Bid Security</u> . If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <u>or</u> Original copy of Notarized Bid Securing Declaration; and,

SUMMARY

TAB	PARTICULAR (FIRST ENVELOPE - TECHNICAL COMPONENT)
E	<p><u>Conformity with Technical Specifications</u> (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VII); and,</p> <p><u>Conformity with Schedule of Requirements</u> (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VI); and,</p>
F	<p><u>Original duly signed Omnibus Sworn Statement (OSS)</u> and if applicable, <u>Original Notarized Secretary's Certificate</u> in case of a corporation, partnership, or cooperative; or <u>Original Special Power of Attorney</u> of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; and,</p>
G	<p>The prospective bidder's computation of <u>Net Financial Contracting Capacity (NFCC)</u> or a committed <u>Line of Credit</u> from a Universal or Commercial Bank in lieu of its NFCC computation; and,</p>
H	<p>If applicable, <u>a duly signed Joint Venture Agreement (JVA)</u> in case the joint venture is already in existence or <u>duly notarized statements from all the potential joint venture partners</u> stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.</p>

SUMMARY

TAB	PARTICULAR (SECOND ENVELOPE - FINANCIAL COMPONENT)
I	Original of duly signed and accomplished <u>Financial Bid Form</u> ; and
J	Original of duly signed and accomplished <u>Price Schedule(s)</u> ; and
	<u><i>Other documentary requirements under RA No. 9184 (as applicable)</i></u>
K	<i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> <u>Certification from the relevant government office of their country</u> stating that Filipinos are allowed to participate in government procurement activities for the same item or product; and
L	<u>Certification from the DTI</u> if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

MARKING AND SEALING

MARKING AND SEALING

The bidders are requested to **USE TABS** in compiling their bid documents for quick and easy identification and verification.



MARKING AND SEALING

Sample Envelopes

ALL Envelopes shall:

- a. contain the name of the contract to be bid in capital letters;
- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to the Procuring Entity's BAC; and
- d. bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21.1.

ELIGIBILITY AND TECHNICAL COMPONENTS AND FINANCIAL PROPOSAL

**CENTRAL RECEIVING AND RELEASING AREA (CRRRA)
BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)**
BCDA CORPORATE CENTER
2ND FLOOR, BONIFACIO TECHNOLOGY CENTER
31ST STREET, CORNER 2ND AVENUE
BONIFACIO GLOBAL CITY, TAGUIG CITY

FOR:
PROCUREMENT OF _____

SUBMITTED BY:
**NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
COMPANY NAME AND COMPLETE ADDRESS**

ATTENTION TO:
RICHARD BRIAN M. CEPE
CHAIRPERSON
BCDA BIDS AND AWARDS COMMITTEE FOR GOODS

DO NOT OPEN BEFORE SPECIFY THE TIME AND DATE OF OPENING OF BIDS

ELIGIBILITY AND TECHNICAL COMPONENTS

**CENTRAL RECEIVING AND RELEASING AREA (CRRRA)
BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)**
BCDA CORPORATE CENTER
2ND FLOOR, BONIFACIO TECHNOLOGY CENTER
31ST STREET, CORNER 2ND AVENUE
BONIFACIO GLOBAL CITY, TAGUIG CITY

P/S:
PROCUREMENT OF _____

SUBMITTED BY:
**NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
COMPANY NAME AND COMPLETE ADDRESS**

ATTENTION TO:
RICHARD BRIAN M. CEPE
CHAIRPERSON
BCDA BIDS AND AWARDS COMMITTEE FOR GOODS

DO NOT OPEN BEFORE SPECIFY THE TIME AND DATE OF OPENING OF BIDS

FINANCIAL PROPOSAL

**CENTRAL RECEIVING AND RELEASING AREA (CRRRA)
BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)**
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2ND FLOOR, BONIFACIO TECHNOLOGY CENTER
31ST STREET, CORNER 2ND AVENUE
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P/S:
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COMPANY NAME AND COMPLETE ADDRESS**

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CHAIRPERSON
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MARKING AND SEALING

Each Bidder shall submit the following (contained within the mother envelope):

FIRST ENVELOPE - ELIGIBILITY AND TECHNICAL COMPONENTS

SECOND ENVELOPE - FINANCIAL COMPONENTS

ONE (1) COPY FOR APPRAISER 1; and,
ONE (1) COPY FOR APPRAISER 2

ONE (1) COPY FOR APPRAISER 1; and,
ONE (1) COPY FOR APPRAISER 2

MOTHER ENVELOPE

ELIGIBILITY AND TECHNICAL COMPONENTS AND FINANCIAL PROPOSAL

**CENTRAL RECEIVING AND RELEASING AREA (CRRA)
BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)**
BCDA CORPORATE CENTER
2ND FLOOR, BONIFACIO TECHNOLOGY CENTER
31ST STREET, CORNER 2ND AVENUE
BONIFACIO GLOBAL CITY, TAGUIG CITY

FOR:
PROCUREMENT OF _____

SUBMITTED BY: _____

**NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
COMPANY NAME AND COMPLETE ADDRESS**

ATTENTION TO:
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ELIGIBILITY AND TECHNICAL COMPONENTS

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FINANCIAL PROPOSAL

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FIRST
ENVELOPE

SECOND
ENVELOPE

Sealed and Signed each envelope



BIDDING DOCUMENTS' PRICE

APPROVED BUDGET FOR THE CONTRACT (ABC)

Php 3,725,120.00

(Appraiser 1 Php 1,862,560.00; Appraiser 2 Php
1,862,560.00)

Inclusive of VAT and all applicable taxes and fees

Cost of bidding documents (non-refundable)

Appraiser 1- Php 5,000.00

Appraiser 2- Php 5,000.00

Appraiser 1&2 - Php 5,000.00

Bidders may purchase the bidding documents in cash, manager's check or via online using a bank-to-bank fund transfer method.

Kindly coordinate with the BAC-G Secretariat for details and instructions.

bacgsecretariat@bcda.gov.ph

REMINDERS

REMINDERS

- ❖ BCDA adheres to the **“NO-CONTACT RULE”**. All clarifications should be made in writing and addressed to the BAC-G Secretariat (bacgsecretariat@bcda.gov.ph)
- ❖ Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.



- ❖ Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.

REMINDERS

- ❖ **Required bidding documents shall be submitted at the BCDA Central Receiving and Releasing Area (CRRA), 2nd Floor, Bonifacio Technology Center (BTC), 31st Street corner 2nd Avenue, Bonifacio Global City (BGC), Taguig City**



REMINDERS

- ❖ The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. **Late bids shall not be accepted.**
- ❖ Bidders may submit the required bidding documents **days before the deadline** for submission in order to avoid the possibility of being late for such submission.

REMINDERS

Opening of Bid is hybrid event. Prospective Bidders may choose to attend online via zoom or in person at the [BCDA Corporate Center BGC, Taguig City.](#)

For those attending online, kindly coordinate/inform our BACG Secretariat to send you the Zoom link.

For those attending in person, the following guidelines must be followed:

- Attendees to the Opening of Bids will be required to follow the minimum BCDA Health Protocols; and
- Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.

REMINDERS

- ❖ All licenses, permits and other required clearances should be valid at the time of the submission of bids, post-qualification, and signing of the contract.
- ❖ Any Bid Bulletin that may be issued shall be published in the PhilGEPS and the BCDA Website. However, **only those who purchased** the bidding documents are entitled to receive a copy of the Bid Bulletin (from the BACG) and to submit/participate in the bidding activities.
- ❖ The BAC expects the bidders to exercise due diligence in going through the bidding documents to be able to prepare their bids intelligently.
- ❖ BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- ❖ BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

SCHEDULE OF BIDDING ACTIVITIES

PARTICULAR	APPRAISER 1	APPRAISER 2
Pre-bid Conference	29 August 2024	29 August 2024
Deadline for Request for Clarification, if any	31 August 2024 @ 05:00 PM	20 September 2024 @ 05:00 PM
Issuance of Bid Bulletin, if any	03 September 2024	23 September 2024
Deadline for Submission of the required Bidding Documents	10 September 2024 @ 9:00 AM	30 September 2024 @ 9:00 AM

SCHEDULE OF BIDDING ACTIVITIES

PARTICULAR	APPRAISER 1	APPRAISER 2
Opening of the Eligibility/Technical Requirements Proposal	10 September 2024 @ 10:00 AM	30 September 2024 @ 10:00 AM
Opening of Financial Proposal for those who passed the Technical Component		
Bid Evaluation (TWG's detailed evaluation of the submitted bids)	11 - 13 September 2024	01 - 03 October 2024
Sending of Letter to the Bidder with LCB	13 September 2024	03 October 2024

SCHEDULE OF BIDDING ACTIVITIES

PARTICULAR	APPRAISER 1	APPRAISER 2
Post Qualification on the Bidder with LCB or succeeding LCB (if any)	14 - 20 September 2024	04 - 10 October 2024
Deliberation by BACG of the Results of Post Qualification	20 September 2024	10 October 2024
Issuance of BAC Resolution and Notice of Award*	On or before 27 September 2024	On or before 15 October 2024
Issuance of Notice to Proceed and Contract Signing	On or before 07 October 2024	On or before 22 October 2024

**All clarifications should be made in writing and
addressed to the BAC-G Secretariat:**

bacgsecretariat@bcda.gov.ph

THANK YOU!

Total - Php 3,725,120.00

Appraiser 1 - Php 1,862,560.00

Appraiser 2 - Php 1,862,560.00