

Bids and Awards Committee for Goods (BAC-G)

**REBIDDING FOR THE PROCUREMENT OF APPRAISAL SERVICES FOR VARIOUS
BCDA PROPERTIES - APPRAISER 1**

BID BULLETIN NO. 1

1. The presentations discussed during the Pre-bid Conference held on 14 October 2024 are made available through this Bid Bulletin:

- **End-users presentation:**

Please refer to Annex A.

- **Checklist of requirements:**

Please refer to Annex B.

NOTE: The presentations during the Pre-Bid Conference on 14 October 2024 are for discussion purposes only. Should there be any inconsistencies, the bidding documents (i.e., Invitation to Bid, Technical Specifications, Schedule of Requirements, and Bidding Forms) and subsequent bid bulletin shall prevail over the presentation.

2. Please take note of the following schedule:

ACTIVITIES	DATE/SCHEDULE
Deadline for Request for Clarification, if any	17 October 2024
Issuance of Bid Bulletin, if any	21 October 2024
Deadline for Submission of bid documents	9:00 AM, 28 October 2024
Opening of Bids	10:00 AM, 28 October 2024

The Submission and Opening of Bids will be conducted face-to-face at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City**. Alternatively, bidders may opt to attend online via Zoom. The meeting link will be provided upon request by the prospective bidders to the BAC-G Secretariat through the email address bacgsecretariat@bcda.gov.ph.

For those attending in person, please consider the following guidelines:

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

This Bid Bulletin is being issued pursuant to Sections 22.5.2 and 22.5.3 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Issued on **14 October 2024.**

BIDS AND AWARDS COMMITTEE FOR GOODS

By:



RICHARD BRIAN M. CEPE
Chairperson

ANNEX A



PROCUREMENT OF APPRAISAL SERVICES FOR VARIOUS BCDA PROPERTIES

INVITATION TO BIDDERS

INVITATION TO BID FOR THE PROCUREMENT OF APPRAISAL SERVICES FOR THE VALUATION OF VARIOUS BCDA PROPERTIES

1. The BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA), through its 2024 Corporate Operating Budget (COB) intends to procure the services of One (1) Appraisal Company for Various BCDA Properties, hereinafter, "The Project" with Invitation to Bid No.(reference no.)/Project ID No. of BG2024-017.

The BCDA intends to apply the amount of One Million Eight Hundred Sixty Two Thousand Five Hundred Sixty Pesos (PhP1,862,560.00) inclusive of VAT and all other applicable government taxes and fees.

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

INVITATION TO BIDDERS

2. BCDA now invites bids for the above Procurement Project. For the delivery of the Goods/Services, please refer to Section VI. Schedule of Requirements. 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 50% of the ABC. The description of an eligible bidder is contained in the Instruction to Bidders (ITB) of the Bid Documents.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary **"pass/fail"** criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

INVITATION TO BIDDERS

4. Prospective bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below during business hours from 8:00 AM – 3:00 PM and/or at the BCDA website (<https://www.bcda.gov.ph/bids>).

4. A complete set of Bidding Documents may be acquired by interested Bidders from the address below starting 05 October 2024 until 27 October 2024 from 8:00 AM to 5:00 PM except Saturdays, Sundays and Holidays, and until 9:00 AM on 28 October 2024, upon payment of an applicable fee for the bidding documents, amounting to Five Thousand Pesos (Php5,000.00), pursuant to the latest Guidelines issued by the GPPB.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in cash, manager's check, or via online fund transfer to BCDA Account.*

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of BCDA (www.bcda.gov.ph/bids). Only bidders who purchased the Bidding Documents will be allowed to submit bids.

INVITATION TO BIDDERS

6. BCDA will hold a Pre-Bid Conference on **10:00 AM, October 14, 2024** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City simultaneously via face-to-face and online through Zoom platform, which shall be open to prospective bidders. To be able to **join the online Pre-bid Conference**, a written request shall be made/e-mailed to the Bids and Awards Committee (BAC-G) Secretariat by the prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at BCDA Corporate Center, 2F Bonifacio Technology Center, BGC, Taguig City at or before **9:00 AM, October 28, 2024**. Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the Bidding Documents.

INVITATION TO BIDDERS

9. Bid opening shall be on **10:00 AM, October 28, 2024** at BCDA Corporate Center, 2F Bonifacio Technology Center, BGC, Taguig City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

9. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.

9. BCDA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and Section 41 of the 2016 RIRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders

INVITATION TO BIDDERS

For further information, please contact:

Prejean A. Prieto

BAC for Goods Secretariat

(02) 8575-1700 local 1731 / bacgsecretariat@bcda.gov.ph

Instructions to Bidders

1. Scope of Bid

The Procuring Entity, BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA), wishes to receive Bids for the **REBIDDING FOR THE PROCUREMENT OF APPRAISAL SERVICES FOR VARIOUS BCDA PROPERTIES – APPRAISER 1**.

The Rebidding for the Procurement of Appraisal Services for Various BCDA Properties – **Appraiser 1**, details of which are described in Section VII. Technical Specifications.

2. Funding Information

1. The Government of the Philippines (GOP) through the source of funding as indicated below for CY 2024 in the amount of **One Million Eight Hundred Sixty-Two Thousand Five Hundred Sixty Pesos (Php 1,862,560.00)** inclusive of VAT and all other applicable government taxes and fees..
1. The source of funding is through the BCDA Corporate Operating Budget for 2024.

Instructions to Bidders

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

Instructions to Bidders

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
1. If applicable,
 - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

Instructions to Bidders

- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
 - b.** Foreign ownership limited to those allowed under the rules may participate in this Project.
4. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project, the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

Instructions to Bidders

If applicable,

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- a. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%)* in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies of the ABC for this Project; and

Instructions to Bidders

ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

1. The bidder shall **not be allowed** to subcontract the entire nor a portion of the Project.

The Procuring Entity has prescribed that:

a. Subcontracting is not allowed.

Instructions to Bidders

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **10:00 AM, October 14, 2024** at the BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City, and/or through videoconferencing/webcasting as indicated in paragraph 10 of the **IB**

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarifications on and/or interpretation of any part of the Bidding Documents. Such requests must be **in writing** and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

10.1 The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

Instructions to Bidders

10.2 The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within seven (7) years prior to the deadline for the submission and receipt of a contract similar to the Project.

10.3 If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

Instructions to Bidders

11. Documents comprising the Bid: Financial Component

1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by the Department of Trade and Industry (DTI) shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
3. Any bid exceeding the ABC per lot indicated in paragraph 1 of the **IB** shall not be accepted.
4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

Instructions to Bidders

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

a. For Goods offered from within the Procuring Entity's country:

i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

ii. The cost of all customs duties and sales and other taxes already paid or payable;

iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in the **BDS**.

Instructions to Bidders

b. For Goods offered from abroad:

i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

i. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

Instructions to Bidders

13.1.2 Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2 The Bid and bid security shall be valid until 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 Company/Bidder, based on the Technical Specifications. **Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.**

Instructions to Bidders

20. Post-Qualification

1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

BID DATA SHEET

5.3 For this purpose, contracts similar to the Project shall be:

- a. Approved Appraisal Contracts which involves appraisal of real property (*i.e land, structure or other real property*).
- a. Completed within 7 years prior to the deadline for the submission and receipt of bids.

7.1 Subcontract is not allowed

14.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

- a. The amount of not less than **Php 37,251.20** equivalent to two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- b. The amount of not less than **Php 93,128.00** equivalent to five percent (5%) of ABC if bid security is in Surety Bond.

BID DATA SHEET

20.1 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

SPECIAL CONDITIONS OF THE CONTRACT

2.2 The terms of payment shall be as follows (as indicated in the Technical Specifications):

Schedule of Deliverable	Percentage Payment
Upon submission of draft appraisal reports for the properties	30% of total contract price
Upon submission of revised appraisal reports for the properties (upon comment of BCDA)	30% of total contract price
Upon submission of Final Appraisal Reports and issuance by BCDA of Certificate of Completion	40% of total contract price
Total	100%

SPECIAL CONDITIONS OF THE CONTRACT

Section 68 of the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 provides that the amount of the liquidated damages shall be at least equal to one-tenth of one percent (1%) of the cost of the unperformed portion for every day of delay for the procurement of goods, infrastructure projects, and consulting services.

A similar provision is found in Section 3.1 of Annex "D" of the same IRR, which states that **"the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of delayed goods scheduled for delivery for everyday of delay until such goods are finally delivered and accepted by the procuring entity concerned.**

4. The inspections and tests that will be conducted are ocular inspection of the properties. The ocular inspections shall be scheduled by the Procuring Entity.

SCHEDULE OF REQUIREMENTS

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

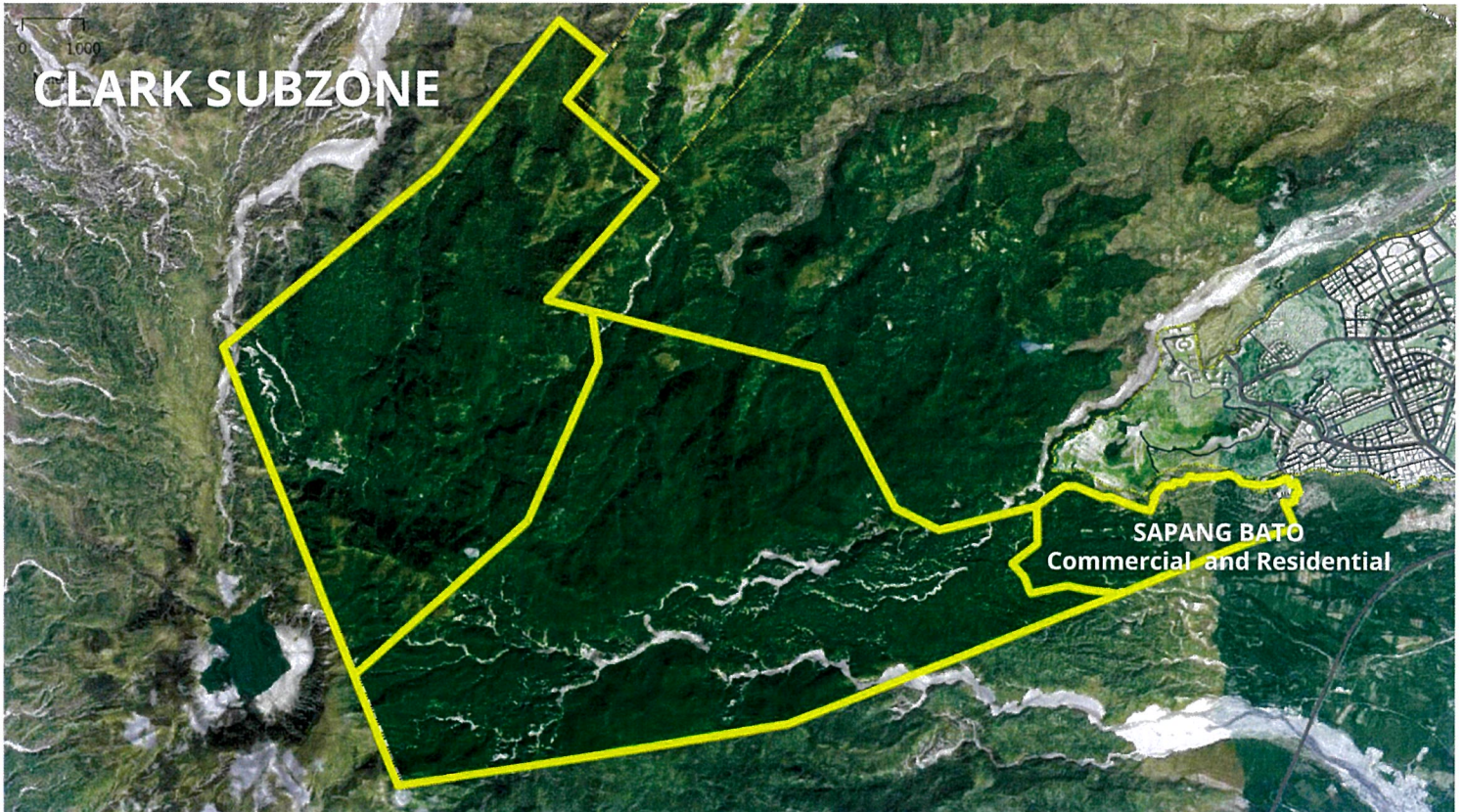
All appraisal reports shall include a prospective 3-year valuation projection for each property (for years 2025-2027) .

SCHEDULE OF REQUIREMENTS

Property	Appraisal Requirement	Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
NORTHRAIL PROPERTIES					
1. Harmony Hills, San Jose Del Monte (20 lots - total of 856 sqm)	MV and MR of land	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
1.1 103 hectares relocation site in Norzagaray, Bulacan	3 years valuation projection (2025-2027)				

SCHEDULE OF REQUIREMENTS

Property	Appraisal Requirement	Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
Clark SubZone Properties					
2.1 Sapang Bato- Commercial and Residential	MV and MR of land 3 years valuation projection (2025-2027)	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



PUNING HOT SPRING

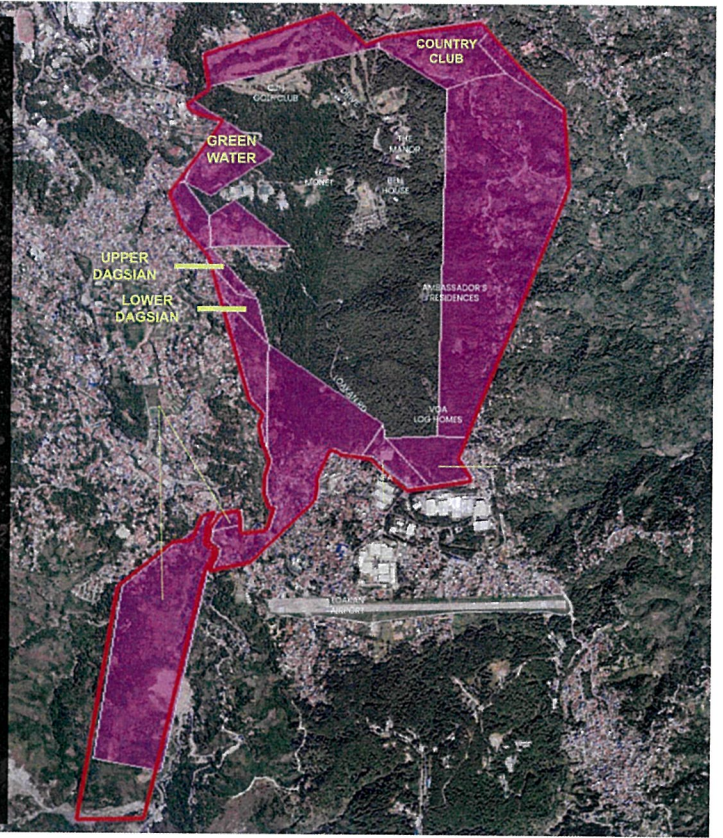


SCHEDULE OF REQUIREMENTS

Property	Appraisal Requirement	Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
Camp John Hay Properties (Housing Sites)					
Barangay Hillside - 3.8 hectares	MV and MR of land 3 years valuation projection (2025-2027)	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
Barangay Greenwater - 8.4 hectares					
Barangay Country Club - 13.8 hectares					
Barangay Upper Dagsian - 3.7 hectares					

POLITICAL BOUNDARIES OF BARANGAYS WITHIN CAMP JOHN HAY

	BARANGAY	AREA (HAS)
1	Hillside	3.57
2	Greenwater Village	18.21
3	Country Club Village	33.51
4	Upper Dagsian	3.69



SCHEDULE OF REQUIREMENTS

Property	Appraisal Requirement	Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
Camp John Hay Properties (Hotels)					
Forest Lodge Hotel/Camp John Hay suites units	MV/MR of land and hotel structure and MR of each type of hotel unit	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
Manor Hotels					

SCHEDULE OF REQUIREMENTS

Property	Appraisal Requirement	Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
Camp John Hay Properties (Cottages, estates)					
Country Homes	MV and MR of the residential development (1 representative unit for cabins/cottages)	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
Country Estate Lots					
Commander's Cottage					
Cottage 661 and Cottage 662					

SCHEDULE OF REQUIREMENTS

Property	Appraisal Requirement	Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
Camp John Hay Properties (Cottages, estates)					
Directors' Hills	MV and MR of the residential development (1 representative unit for cabins/cottages)	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
Eco Village North and South					
Forest Cabins					
Forest Estates					

SCHEDULE OF REQUIREMENTS

Property	Appraisal Requirement	Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
Camp John Hay Properties (Cottages, estates)					
Golf Estates	MV and MR of the residential development (1 representative unit for cabins/cottages)	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
Sheridan Golf Villas					
Scout Hills Forest Cabins					

SCHEDULE OF REQUIREMENTS

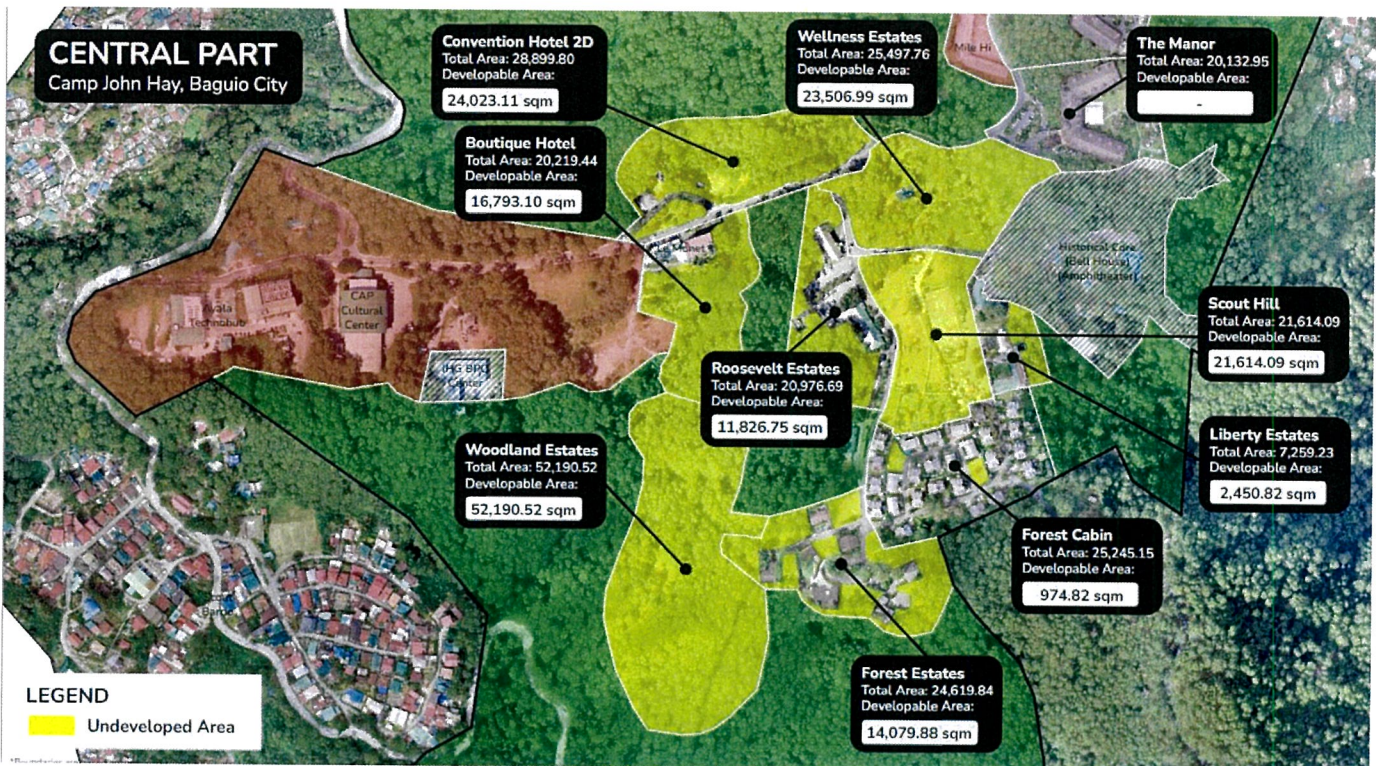
Property	Appraisal Requirement	Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
Camp John Hay Properties (Other properties)					
Bell Estates 1 and 2	MV and MR of land and structure	5 working days from issuance of NTP	45 calendar days from ocular inspection	Within five (5) working days from receipt of Notice to Revise	Within five (5) working days from receipt of Notice to Finalize from BCDA
Fire Dept and Office					

SCHEDULE OF REQUIREMENTS

Property	Appraisal Requirement	Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
Camp John Hay Properties (Other properties)					
CAP Convention Center	MV and MR of land and structure	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
Eco Tourism - Phase 2 (undeveloped area)					
Golf Clubhouse w/ driving range and halfway house					
Rocky Mountain Museum and Office + 60 hectares forested area					

SCHEDULE OF REQUIREMENTS

Property	Appraisal Requirement	Ocular Inspection	Draft Appraisal Reports	Revised Appraisal Reports	Final Appraisal Report
Camp John Hay Properties (Other properties)					
Ayala Technohub	MV and MR of the whole commercial development	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
Transportation Center	MV and MR of land and structure				
Sewage Treatment Plant Nos. 1,2 and 6, water line and water source	MV and MR of land				



TECHNICAL SPECIFICATION

A. OBJECTIVES

The BCDA intends to engage the services of one (1) **Appraisal Company** 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.

TECHNICAL SPECIFICATION

B. GENERAL REQUIREMENTS

The Appraisal Company/Firm:

- 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.**

TECHNICAL SPECIFICATION

- **Must not have any pending projects/contracts with BCDA at the date of submission of bids. For purposes of this requirement, an appraiser who has a pending contract with BCDA but has submitted its appraisal report sans the approval and acceptance of BCDA, will be considered to have substantially completed the project.**
- ❖ The Appraisal Company/Firm is required to submit the following documents to be used by BCDA as the basis for its evaluation:

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.

TECHNICAL SPECIFICATION

The Appraisal Company/Firm is required to submit the above mentioned documents (Annexes A to 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

SCOPE OF SERVICES

F. Contract Terms And Effectivity

The Appraisal Company/Bidder 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 Completion and Acceptance from BCDA, which shall be upon BCDA's approval of the Appraisal Company's/Bidder's Final Appraisal Report for all properties subject of this Project.

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

THANK YOU!

ANNEX B

BIDS AND AWARDS COMMITTEE for GOODS

CHECKLIST OF REQUIREMENTS

REBIDDING FOR THE PROCUREMENT OF APPRAISAL SERVICES FOR VARIOUS BCDA PROPERTIES - APPRAISER 1

*Pre-Bid Conference
Monday @ 10:00 AM, 14 October 2024
Bids and Award Committee for Goods (BAC-G)*

REBIDDING FOR THE PROCUREMENT OF APPRAISAL SERVICES FOR VARIOUS BCDA PROPERTIES - APPRAISER 1

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:

CHECKLIST OF REQUIREMENTS

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.

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

**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 Consumer Price Index;

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. Contracts 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

REMINDER:

- ❑ 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

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

SF-G&S-19A

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name/ Address/ Contact 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

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

SF-G&S-19B

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name/Address/ Contact 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

Sample Forms: Goods and Services for Ongoing and Completed Contracts

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

SF-G&S-19A

Business Name: _____
Business Address: _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government Contracts							
1							
2							
Private Contracts							
1							
2							
Total Amount: _____ <small>Continue on a separate sheet if necessary.</small>							

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 and Address	Kind 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:
1. Final invoice or acceptance of
2. Official Receipt of the last payment received, or
3. Sales Invoice

ONGOING CONTRACTS SAMPLE FORM

Duly signed by the bidder's authorized representative

Duly signed by the bidder's authorized representative

SLCC SAMPLE FORM

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

TAB D

Bid Security in ANY of the following forms and amounts:
ABC: Php 1,862,560.00

◆ <u>Original Copy of Notarized Bid Securing Declaration</u>	<i>Bidding Forms</i> FORM: BID SECURING DECLARATION
❖ <u>Cash or Cashier's/Manager's Check</u> issued by a Universal or Commercial Bank.	2% of the ABC Php 37,251.20
❖ <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.	2% of the ABC Php 37,251.20
❖ <u>Surety Bond with a Certificate from the Insurance Commission</u>	5% of the ABC Php 93,128.00

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

Bid Securing Declaration Form
[shall be submitted with the Bid if bidder opts to provide this form of bid security]

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

BID SECURING DECLARATION
Project Identification No.: *[insert number]*

To: *[insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

- I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
- I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and (b) I/we will pay the applicable fee provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration within fifteen (15) days from receipt of the written demand by the procuring entity, in full, and the commission of acts resulting to the enforcement of the bid security shall be a ground for the initiation of legal action the government shall cease to be valid on the following cases:
 - Upon expiration of the validity period, or any extension thereof pursuant to your request;
 - I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect; and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.
- I/We understand that the Bid Securing Declaration shall cease to be valid on the following cases:
 - Upon expiration of the validity period, or any extension thereof pursuant to your request;
 - I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect; and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

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

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

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)

Schedule of Requirements and Technical Specs

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 is a true and 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 (representative) 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 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 Swindlers (ESTAF) or the commission of fraud with unfairness or abuse of confidence through misappropriation or converting any delivered money, property, or service under an obligation involving the duty to deliver money, property, or service to the prejudice of the public, and the violation pursuant to Article 315 of Act No. 3815, s. 1930, as amended, of the Civil Code.

I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.
 (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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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 Swindlers (ESTAF) or the commission of fraud with unfairness or abuse of confidence through misappropriation or converting any delivered money, property, or service under an obligation involving the duty to deliver money, property, or service to the prejudice of the public, and the violation pursuant to Article 315 of Act No. 3815, s. 1930, as amended, of the Civil Code.

I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.
 (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);

FORMULA:

NFCC = [(Current assets minus current liabilities) x (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.

OR,

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) shall be automatically rejected at bid opening.*

CHECKLIST OF REQUIREMENTS - FINANCIAL COMPONENTS

Bid Form

Bid Form for the Procurement of Goods
(shall be submitted with the Bid)

BID FORM

To: **Name and address of Procuring Officer**

Having examined the Procuring Document (PDOC) relating to the Submission of Bid Request Number (SR) for Procurement of Goods for the procurement of the above-mentioned items, the Bidder hereby offers to purchase the items specified in the Bid Form at the rates set forth in the Price Schedule attached herewith and hereby certifies that the Bidder has not entered into any agreement with any other bidder to submit a bid for the procurement of the above-mentioned items. The Bidder hereby certifies that the Bid Form and the Price Schedule are true and correct and that the Bidder is not a subsidiary or affiliate of the Procuring Officer.

The Bidder is authorized to submit the Bid on behalf of **Name of Bidder** in accordance with the attached Schedule of Prices, which is a part of the Procuring Document.

Name: _____
Legal Name: _____
Business Name: _____
Date Authorized to sign the Bid Form and Schedule of Prices: _____

SAMPLE FORM

Price Schedule

Price Schedule for Goods Offered from Within the Philippines
(shall be submitted with the Bid of bidder offering goods from within the Philippines)

For Goods Offered from Within the Philippines

Name of Bidder: _____ Project ID No. _____ Page ____ of ____

No.	Description	Quantity	Unit	Rate	Total Price	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Name: _____
 Legal Capacity: _____
 Signature: _____
 Only authorized to sign the Bid for and behalf of: _____

SAMPLE FORM

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 Bidder or 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	<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,
F	<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,
G	The prospective bidder's computation of <u>Net Financial Contracting Capacity (NFCC)</u> <u>or</u> a committed <u>Line of Credit</u> from a Universal or Commercial Bank in lieu of its NFCC computation; and,
H	If applicable, <u>a duly signed Joint Venture Agreement (JVA)</u> in case the joint venture is already in existence <u>or</u> <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.

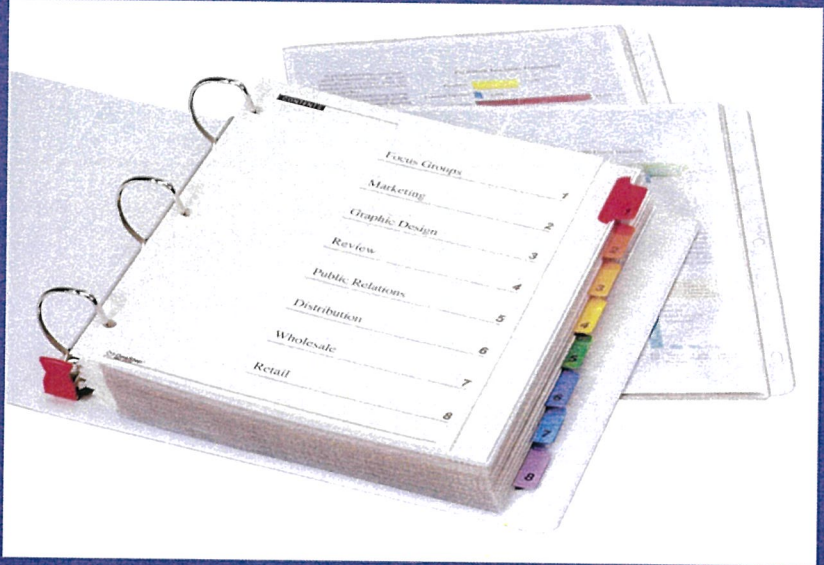
SUMMARY

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>Other documentary requirements under RA No. 9184 (as applicable)</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 (CRRA)
BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)**
BCDA CORPORATE CENTER
2ND FLOOR, BONIFACIO TECHNOLOGY CENTER
31ST STREET, CORNER 2ND AVENUE
BONIFACIO GLOBAL CITY, TAGLIG 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 (CRRA)
BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)**
BCDA CORPORATE CENTER
2ND FLOOR, BONIFACIO TECHNOLOGY CENTER
31ST STREET, CORNER 2ND AVENUE
BONIFACIO GLOBAL CITY, TAGLIG 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

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, TAGLIG 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

MARKING AND SEALING

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

FIRST ENVELOPE - ELIGIBILITY AND TECHNICAL COMPONENTS

SECOND ENVELOPE - FINANCIAL COMPONENTS

MOTHER ENVELOPE

ELIGIBILITY AND TECHNICAL COMPONENTS AND FINANCIAL PROPOSAL

CENTRAL RECEIVING AND DELIVERING AREA (CRDA)
BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)
 BCDA CORPORATE CENTER
 2ND FLOOR, BONIFACIO TECHNOLOGY CENTER
 3103 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

OWNER RECEIVING AND DELIVERING AREA (ORDA)
 BIDS CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)
 BCDA CORPORATE CENTER
 2ND FLOOR, BONIFACIO TECHNOLOGY CENTER
 3103 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

FINANCIAL PROPOSAL

OWNER RECEIVING AND DELIVERING AREA (ORDA)
 BIDS CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)
 BCDA CORPORATE CENTER
 2ND FLOOR, BONIFACIO TECHNOLOGY CENTER
 3103 STREET CORNER 2ND AVENUE
 BONIFACIO GLOBAL CITY, TAGUIG CITY

FOR:
PROCUREMENT OF _____

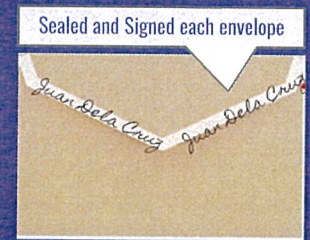
SUBMITTED BY:
NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
COMPANY NAME AND COMPLETE ADDRESS

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

FIRST ENVELOPE

SECOND ENVELOPE



BIDDING DOCUMENTS' PRICE

APPROVED BUDGET FOR THE CONTRACT (ABC)

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

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

PARTICULARS	DATE
Pre-bid Conference	14 October 2024
Deadline for Request for Clarification, if any	17 October 2024 @ 05:00 PM
Issuance of Bid Bulletin, if any	21 October 2024
Deadline for Submission of the required Bidding Documents	28 October 2024 @ 9:00 AM

SCHEDULE OF BIDDING ACTIVITIES

PARTICULARS	DATE
Opening of the Eligibility/Technical Requirements Proposal	28 October 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)	29 October 2024
Sending of Letter to the Bidder with LCB	04 November 2024

SCHEDULE OF BIDDING ACTIVITIES

PARTICULARS	DATE
Post Qualification on the Bidder with LCB or succeeding LCB (if any)	05 to 14 November 2024
Deliberation by BACG of the Results of Post Qualification	14 November 2024
Issuance of BAC Resolution and Notice of Award*	On or before 20 November 2024
Issuance of Notice to Proceed and Contract Signing	On or before 09 December 2024

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

bacgsecretariat@bcda.gov.ph

THANK YOU!