

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE CONSTRUCTION  
MANAGEMENT AND SUPERVISION (CMS) FOR THE CONSTRUCTION OF THE BCDA  
CORPORATE HEADQUARTERS AT BONIFACIO GLOBAL CITY, TAGUIG CITY**

**Bid Bulletin No. 01**

This Bid Bulletin clarifies queries/questions raised during the Pre-eligibility Conference held on 02 April 2025 pertaining to the above-cited Consulting Services.

**I. QUERIES/QUESTIONS BY THE PROSPECTIVE BIDDERS**

**a. Queries/Questions raised during the Pre-eligibility Conference**

<b>Queries/Questions</b>	<b>Clarifications/Responses</b>
1. Regarding the Audited Financial Statements (AFS), can they be as of 2023?	Yes. You can submit your AFS for the past two (2) years.
2. Are you going to show your presentation materials to us?	Please refer to Item II of this bid bulletin.
3. Are we going to use the format of the Secretary's Certificate indicated in the bidding documents? Or can we adapt our own?	Yes. You may use your own format provided the required details are contained in the Secretary's Certificate.
4. Does the building require Leadership in Energy and Environmental Design (LEED) certification or VERDE certification? Is there a separate entity handling the said certification?	It is a part of the requirement/scope of work of the winning contractor to apply for the LEED certification of the building.
5. Is this procurement a design and build?	Yes. It is a design and build for the infrastructure component of this project. Moreover, it is a scope of work of the winning consultant to supervise the design phase.

<p>6. Do Curricula Vitae (CVs) require notarization? Are we only required to submit the CVs of the key personnel and not the supporting staff?</p>	<p><b>First Stage.</b> For purposes of submitting the eligibility documents on 15 April 2025, the CVs are not yet required to be notarized.</p> <p><b>Second Stage.</b> Once shortlisted and the bidder submits its Technical Proposal, the CVs included therein must be notarized.</p> <p>Moreover, only the CVs of the nominated key personnel are required to be submitted.</p>
<p>7. What is the duration of the project?</p>	<p>The duration of the project is 540 calendar days, including the three (3)-month design stage.</p>
<p>8. When is the onboarding of the winning contractor and consultant?</p>	<p>The tentative date of award of the infrastructure project is in the last week of May, while the consulting service is in the last week of June.</p>

## II. PRESENTATION FOR THE PRE-ELIGIBILITY CONFERENCE

The presentation discussed during the Pre-eligibility Conference held on 02 April 2025 can be accessed using the link below:

<https://tinyurl.com/Pre-eligPres-CH>

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

## III. SCHEDULE OF PROCUREMENT ACTIVITIES\*

	Activities	Time	Date
1	Deadline for Requests for Clarification	5:00 PM	05 April 2025
2	Issuance of Bid Bulletin in Response to the Request for Clarifications		08 April 2025
3	Deadline for Submission of Eligibility Documents	9:00 AM	15 April 2025
4	Opening of Eligibility Documents and Eligibility Check	10:00 AM	15 April 2025

Activities		Time	Date	
5	Eligibility Check and Shortlisting		16 April 2025	21 April 2025
6	Notification on the Results of Eligibility Check and Shortlisting		28 April 2025	

\* *subject to change*

#### IV. OTHER CLARIFICATIONS

1. Bidders who are sole proprietors shall include ALL copies of its previous Department of Trade and Industry (DTI) Certificates as part of the eligibility documents submission, to establish the length of their industry experience from registration. Please include the DTI certificate alongside the PhilGEPS Certificate of Registration in Tab No. 2. Failure to establish the minimum required length of industry experience is a ground for disqualification.

#### V. REMINDERS

##### A. General Notes/Reminders

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

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

4. Only contracts/projects that are supported with proofs shall be considered for evaluation, as follows:
  - Certificate of Completion or Acceptance or valid proof of final payment issued by the client, in case of completed contracts.
  - Notice of Award, Notice to Proceed or signed contracts issued by the client for ongoing contracts and for contracts awarded but not yet started.

5. Only training supported with proofs shall be considered for evaluation.
6. For the Eligibility Forms:

Eligibility Forms	Duly signed by the Authorized Representative	Duly Notarized
<ul style="list-style-type: none"> <li>• EF 1 - Eligibility Documents Submission Form</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• EF 2 - Statement of All On-Going and Completed Government and Private Contracts, Including Contracts Awarded but not Yet Started as Well as Contracts Where Works Have Been Completed but not Yet Accepted for the Past 5 Years</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• EF 3A - Summary of Completed Projects for the Past 5 Years (All completed government and private contracts)</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• EF 3B - Summary of Ongoing Projects for the Past 5 Years (All ongoing government and private contracts, including contracts awarded but not yet started as well as contracts where works have been completed but not yet accepted)</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• EF 4 - Consultant's References: Relevant Services Carried Out for the Past 5 Years That Best Illustrate Qualifications</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• EF 5 - Summary of Curriculum Vitae (CV)</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• EF6A to 6I - Format of CV for Proposed Professional Staff</li> </ul>	✓ (should also be duly signed by the nominated Key Personnel)	

<ul style="list-style-type: none"> <li>EF 7 - Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals and of availability for the duration of the Project</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Secretary's Certificate Format (where applicable)</li> </ul>	✓	✓
<ul style="list-style-type: none"> <li>Special Power of Attorney Format (where applicable)</li> </ul>	✓	✓
<ul style="list-style-type: none"> <li>Partnership Resolution Certificate Format (where applicable)</li> </ul>	✓	✓

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

**B. Deadline for Submission of Eligibility Documents.** The Eligibility Documents must be duly received by the BAC-C Secretariat through manual/physical submission at the BCDA Central Receiving and Releasing Area (CRRA), BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, **on or before 9:00 AM of 15 April 2025, Tuesday.** Late submission of Eligibility Documents shall not be accepted. The prospective bidders may submit their Eligibility Documents before the deadline for submission of bids to avoid late submission. The editable eligibility forms may be downloaded using the link below:

<https://tinyurl.com/EFs-CH>

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

- C. **Opening of Eligibility Documents and Eligibility Check.** Opening of Eligibility Documents and Eligibility Check shall be on **or before 10:00 AM of 15 April 2025, Tuesday** at the BCDA Office, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, and/or through:

Zoom Link

<https://tinyurl.com/OpenElig-CH>

Meeting ID: 818 5299 2599

Passcode: 381362

**Eligibility Documents will be opened in the presence of the prospective bidder or its authorized representative who chooses to attend the activity. The prospective bidders are highly encouraged to attend onsite during the opening of the Eligibility Documents.**

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

This Bid Bulletin shall be considered an integral part of the Bidding Documents for the afore-cited Consulting Services. All provisions and statements in the Bidding Documents for the Consulting Services inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued this 8<sup>th</sup> day of April 2025.

  
**ENGR. RICHARD BRIAN M. CEPE**

Vice Chairperson

Bids and Awards Committee for Consulting Services

