

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE PREPARATION OF THE
COMPREHENSIVE MASTER DEVELOPMENT PLAN FOR CAMP JOHN HAY, BAGUIO
CITY**

Bid Bulletin No. 08

This bid bulletin clarifies the queries/questions raised during the Pre-bid Conference held on 27 March 2025 and written clarifications received through email until 4 April 2025 pertaining to the above-cited consulting services.

I. QUERIES/QUESTIONS BY THE PROSPECTIVE BIDDERS

a. Queries/Questions raised during the Pre-bid Conference

Queries/Questions	Clarifications/Responses
1. On the requirement of a signature on each and every page of the Technical Proposal Forms (TPFs) and the Financial Proposal Forms (FPFs), does it include the supporting documents (e.g., licenses)?	It is required under Republic Act No. 9184 that TPFs and FPFs should be duly signed by the authorized representative of the firm. For due diligence, the authorized representative can also affix their signature on the supporting documents.
2. Is there a possibility that the contract/project duration of the project will be extended?	During the implementation stage, the consultant may request for extension, subject to the approval of BCDA, but shall not incur any additional cost for BCDA.

b. Queries/Questions sent via Email

Queries/Questions	Clarifications/Responses
1. Section 21.2 of the Bid Data Sheet (BDS) May we request that the deadline for bid submission be moved to 05 May 2025 for us to prepare a quality proposal.	For shortlisted bidders to craft a well-prepared and high-quality proposal, the deadline for submission of Technical and Financial Proposals will be on April 22, 2025.

<p>2. Clause 20 of the Special Conditions of Contract</p> <p>The Bidding Documents provides that if the Consultant is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.</p> <p>Since portions of the consultancy services to be performed, respectively, by a joint venture partner is specific to its expertise and experience, may we confirm whether BCDA is open to consider that the liability of each joint venture partner be limited to its participation or the fees actually paid for the services it performed that directly caused the loss or damage?</p>	<p>Pursuant to Section 20 of the Special Conditions of the Contract: If the Consultant is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.</p>
<p>3. Item 12: Project Duration of the Terms of Reference (TOR)</p> <p>Time allotted for the Project duration. The conduct of the Environmental Compliance Certificate (ECC) amendment may take longer than the proposed timeline. From the conduct of preliminary studies, we intend to conduct the various environmental tests for a period of six (6) months and the preparation of the Environmental Impact Assessment (EIA) for another period of three (3) months until submission. The approval process of the Department of Environment and Natural Resources (DENR) shall be subject to change; however we allot four (4) months for this.</p>	<p>During the implementation stage, the consultant may request for extension, subject to the approval of BCDA, but shall not incur any additional cost for BCDA.</p>

<p>May we clarify that the project duration can be negotiated?</p>	
<p>4. We are writing to respectfully request at least three (3) weeks of extension for the submission of the Technical and Financial Proposals. This additional time will enable us to ensure a well-prepared and high-quality submission for the following reasons:</p> <ul style="list-style-type: none">• Complexity and Comprehensiveness of Proposal Preparation <p>Developing a detailed and comprehensive Master Development Plan requires extensive analysis, strategic planning, and the compilation of technical and financial data. An extension would allow us to thoroughly address all aspects of the proposal, ensuring clarity and precision.</p> <ul style="list-style-type: none">• Ensuring a Robust and Well-Researched Proposal <p>A well-founded Master Development Plan necessitates in-depth research, assessment of existing conditions, and the development of innovative and feasible strategies. Additional time will enable us to conduct proper due diligence, gather accurate data, and craft a thoroughly researched proposal aligned with the project's objectives.</p> <ul style="list-style-type: none">• Incorporation of Clarifications from Bid Bulletins	<p>For shortlisted bidders to craft a well-prepared and high-quality proposal, the deadline for submission of Technical and Financial Proposals will be on April 22, 2025.</p>

Bid Bulletins provide critical clarifications that must be fully understood and integrated to ensure compliance with updated requirements. Since the next issuance is scheduled for April 7, we may not have sufficient time to analyze and incorporate any additional amendments effectively. An extension would allow us to ensure full compliance with the latest instructions.

• Resource Allocation and Coordination

The proposal development process involves multiple experts across various disciplines. Additional time would facilitate better coordination, internal reviews, and thorough quality checks to ensure a cohesive and high-quality submission.

• Negotiation and Collaboration on Work Plan/Methodology

Key professionals require approximately one to two weeks to discuss professional fees that need to be incorporated into the Financial Proposal. Additionally, discussions regarding the scope of work and deliverables, as indicated in TPE 4, need adequate time for collaboration.

• Authentication and Notarization of Foreign Expert Documents

One of our key professional staff members is based in the USA. The necessary processes for the apostille or legalization of their

professional documents, as well as the required notarization (a duly notarized CV for each consultant involved in the project), will require a significant number of days, including processing, travel, and delivery time. An extension would allow us to complete these essential authentication procedures without compromising the quality and completeness of our submission.

• Legal Review

Our Legal Team must conduct a comprehensive review to ensure the proposal adheres to all contractual, regulatory, and compliance requirements. This process involves verifying risk allocations, intellectual property rights, and potential liabilities to safeguard all stakeholders. Ensuring legal accuracy is crucial to preventing future disputes and facilitating a smooth project execution. Additional time would allow for thorough legal due diligence, reducing any risks associated with contractual ambiguities or regulatory misalignment.

• Potential for Higher-Quality Submissions and Streamlined Evaluation

Additional preparation time will enable us to refine our submission, resulting in a clearer and more detailed proposal. This will not only improve the quality of submissions but may also contribute to a more efficient evaluation process for BCDA. We

understand the importance of adhering to the established timelines for this bidding process and assure you that we are committed to submitting our proposals diligently. We respectfully request your kind consideration for an extension to the submission deadline, which we believe will ultimately result in more robust and well-prepared proposals. This extension will contribute to the selection of the most qualified consultant for this significant undertaking.	
5. Are Class A documents such as PhilGEPS registration, SEC registration, Mayor's/Business Permit, Tax Clearance etc. still required to be included in the bid submission since these were already included in the eligibility submission?	No, Class "A" documents are not required to be included in the bid submission.
6. Is the form "Form of Contract Agreement" required to be included in the bid submission?	No, the Form of Contract Agreement is not required to be included in the bid submission.
7. Is the Net Financial Contracting Capacity (NFCC) required to be included in the bid submission?	No, the Net Financial Contracting Capacity (NFCC) is not required to be included in the bid submission.

II. PRESENTATION FOR THE PRE-BID CONFERENCE

The presentation discussed during the Pre-bid Conference held on 27 March 2025 can be accessed using the link below:

<https://tinyurl.com/Pre-bidPres-CJHBC>

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	Pre-bid Conference	10:00 AM	27 March 2025	
2	Deadline for Requests for Clarification	5:00 PM	12 April 2025	
3	Issuance of Bid Bulletin		15 April 2025	
4	Deadline for Submission of Technical and Financial Proposals	09:00 AM	22 April 2025	
5	Opening and Preliminary Examination of Technical Proposals	10:00 AM	22 April 2025	
7	Evaluation of Technical Proposals		23 April 2025	25 April 2025
7	Notification/Invitation for Opening of Financial Proposals		28 April 2025	
8	Opening of Financial Proposals	02:00 PM	29 April 2025	
9	Evaluation of Financial Proposals		29 April 2025	02 May 2025
10	Notification of HRB/SRB on Negotiation		02 May 2025	

* subject to change

IV. 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. The Consultant shall not propose any professional and support staff deployed in the ongoing projects of BCDA. Failure to meet this requirement shall be a ground for disqualification.
7. Actual experience shall meet the required minimum experience and qualification indicated in the Bid Data Sheet and Terms of Reference.
 - ☒ Properly state the inclusive dates (format: MM/DD/YYYY)
 - ☒ Include all relevant experience
8. Each and every page of the Technical Proposal Submission Forms and the Financial Proposal Submission Forms shall be signed by the duly authorized representative/s of the Consultant. **Failure to do so shall be a ground for the rejection of the bid.**
9. The BAC-C expects the bidders to exercise due diligence in going through the Bidding Documents to be able to prepare it intelligently.
10. BCDA shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked Bidding Documents, or for its premature opening.
11. BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the bidder out of the data furnished by BCDA in relation to this bidding. The Bidder shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all the Bid Documents and its amendments.

12. For the Technical Proposal Forms:

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

For the Financial Proposal Forms:

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

13. 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 Technical and Financial Proposals.** The Technical and Financial Proposals must be duly received by the BAC-C Secretariat through manual/physical submission at the Bases Conversion and Development Authority (BCDA) located at the 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 22 April 2025, Tuesday. Late submission of Technical and Financial Proposals shall not be accepted. The bidder/s may submit their Technical and Financial Proposals before the deadline for the submission of bids to avoid late submission.

The complete set of bidding documents may be acquired by eligible bidder/s on the dates and from the address given above and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Pesos: Twenty-Five Thousand and 00/100 (Php 25,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the BCDA website (www.bcdagov.ph), provided that the eligible bidder shall pay the applicable fee for the Bidding Documents not later than the submission of their bids. The editable Technical and Financial Proposals may be downloaded using the link below:

<https://tinyurl.com/BForms-CJH>

Please be reminded that the reference time that will be followed shall be the computer system clock 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. The bidder/s is/are advised to synchronize their timepieces therewith.

- c. **Opening of and Preliminary Examination of Technical Proposals.** Opening and Preliminary Examination of Technical Proposals shall be at **10:00 AM, 22 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/OpenTechP-CJH>

Meeting ID: 875 3494 4647

Passcode: 138811

For Online Participants:

1. Online participants will be requested to register to be admitted on the call.
2. The online platform will be opened 15 minutes prior to official start at 10:00 A.M. and participants are required to log in no later than five minutes prior to the said official start time.
3. The BAC-C Secretariat is the host of the meeting. We may mute/unmute audio inputs of any or all participants. Mute your mic whenever you're not speaking.
4. All participants shall use the following name format for easy identification:
<Company Acronym> _ <Full Name of participant>
5. The camera should be turned off by default to preserve your Internet connection bandwidth and assure better audio. However, during the roll call, kindly turn on your camera, state the complete name of your company and your full name, so that you can be properly identified and acknowledged. The camera should again be turned off after the roll call.
6. Please refrain from asking questions during the presentation but rather type these in the chat box provided. The Secretariat shall then read each of the questions during the Q&A portion, and these will be answered by the BAC-C one by one.

7. If a prospective bidder needs to further clarify or ask follow-up questions, they can do so by raising their hand. Please wait to be acknowledged before speaking. Only one (1) participant shall speak at a time.

Technical and Financial Proposals will be opened in the presence of the prospective bidder or its authorized representative who chooses to attend the activity. Attendance of the bidders during the opening of the Technical and Financial Proposals is not mandatory, but merely discretionary or optional.

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

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

Issued this 7th day of April 2025.


ENGR. RICHARD BRIAN CEPE
Vice-Chairperson
Bids and Awards Committee for Consulting Services