

BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES (BAC-C)

**Consulting Services for the Preparation of Detailed Architectural and Engineering Design for the
Relocation of Philippine Navy Facilities**

Bid Bulletin No. 3

February 12, 2019

This Bid Bulletin contains the Minutes of the Pre-Bid Conference held on February 7, 2019, 9:00 AM at the BCDA Board Room in Bonifacio Technology Center. This Bid Bulletin contains clarifications and modifications and shall form an integral part of the Bid Documents.

PART I. MINUTES OF THE PRE-ELIGIBILITY CONFERENCE

I. Attendees

BAC-C

Joshua M. Bingcang	Chairperson
Joanna Eileen M. Capones	Vice-Chairperson
Jocelyn L. Caniones	Member
Gualberto J. Oyzon, Jr.	Member
Virgil M. Alvarez	Member

TWG

Marinell R. Paclibar
Merle Gay D. Rosete
Novelyn B. Carinan

Secretariat

Jeff Randell B. Viñas
Miriam B. Daniwan

End-user

Hedda Lourdes Y. Rulona
Mark P. Torres
Jeanette H. Cruz

Representatives of Shortlisted and Eligible Bidders

Jeanette Macapagal	WSP
Jose Arlie C. Cruz	GF & Partners Associates/ESCA
Kay Due	ESCA
Manuel C. Castro	Filipinas Dravo Corporation
Audrey M. Baldoza	Filipinas Dravo Corporation
Myris Santos	Aidea Inc.
Gina Garcia	Aidea Inc.
Meriam Bertumen	Enrique O. Olonan & Associates

COA Representative

Eunice O. Cabangon

II. CALL TO ORDER:

There being a quorum, Chairperson Bingcang called the pre-eligibility conference to order at 9:10 AM. Chairperson Bingcang welcomed the representatives of the shortlisted and eligible bidders.

III. PRE-BID CONFERENCE PROPER

A. Hedda Y. Rulona, end-user/proponent of the procurement, presented the Terms of Reference to the prospective bidders. *Please refer to Annex A for a copy of the powerpoint presentation.*

The salient points were as follows:

- a. **Location of the Property**
- b. **Relocation Sites**
- c. **Project Description (output required)**
 1. Site Development Plan of the relocation sites;
 2. Detailed Architectural and Engineering Design;
 3. Cost estimates, unit price analyses and technical specifications; and
 4. Tender documents required for the bidding of Contractor
- d. **Project Duration – Nine (9) months**
- e. **Approved Budget for the Contract – P58,452,800.00, inclusive of all applicable taxes and fees**
- f. **Mode of Payment**
 - 10% - Inception Report
 - 10% - Conceptual Design
 - 40% - Draft Detailed Design
 - 30% - Approved Detailed Design
 - 10% - Certificate of Completion



g. Qualifications of the Consultant

- The Consultant (in case of a Joint Venture (JV), at least one of the JV partners) should be a reputable firm with at least ten (10) years of business operation in detailed architectural and engineering design; and
- The Consultant (in case of a JV, at least one of the JV partners) should have undertaken at least one (1) detailed architectural and engineering design contract equivalent to 50% of the ABC for the last ten (10) years (from November 2008 to November 2018).

h. Procurement Timeline

Item No	Activities	Time	Date
1	Pre-Bid Conference	9:00 A.M	07 February 2019
2	Submission of Technical and Financial Proposals	9:00 A.M	19 February 2019
3	Opening of Technical Proposal	9:00 A.M	19 February 2019
4	Presentation of Plan of Approach and Methodology	10:00 A.M.	19 February 2019
5	Opening of Financial Proposal	9:00 A.M	04 March 2019
6	Issuance of Notice of Award		27 March 2019
7	Contract Signing and Posting of Performance Security		29 March 2019
8	Issuance of Notice to Proceed		01 April 2019

B. Marinell R. Paclibar, Head of the TWG, presented the guidelines and Bid Documents to the bidders and explained how the documents are to be prepared. The following are the highlights of the presentations:

Reference	Important point
TPF 1	Must be signed by the authorized representative
TPF 2	Must include the short description of the project, completion date, amount
TPF 3	Will be used for future biddings
TPF 4	Oral presentation will be required
TPF 6	Required to be notarized. Supporting documents may be in the form of diploma, certificates, licenses, etc.
TPF 7	Must be signed
TPF 8	Must be signed
Omnibus Sworn Statement	Must be notarized
Bid Securing declaration	Must be notarized
FPF 1	Must be signed by the authorized representative
FPF 2	Inclusive of all applicable taxes and fees
FPF 6	Miscellaneous expense not included in the form may be added provided the total cost will not exceed the ABC

C. The following questions/clarifications were raised during the Question and Answer portion of the Pre-Bid Conference:

Queries / Issues Raised	Clarifications
1. What is the order of oral presentation	The order of submission of bid documents is the order that will be followed during the oral presentation. While a bidder is presenting, other bidders will be requested to step out of the room.
2. What is the time limit for the oral presentation	Each bidder will be given 30 minutes for the oral presentation. An additional 10 minutes will be allotted for the question and answer portion.
3. Whether an electronic copy of the presentation will be required	Bidders are requested to submit the electronic file of their presentation materials together with the submission of the bidding documents.
4. Clarification regarding which will be the relocation areas for the Philippine Navy	Please refer to the attached presentation for the relocation areas.
5. Request for the minimum technical specifications for the Marines facilities	Please refer to Annex B for the the minimum technical specifications for the Marines Facilities. Please note that the minimum technical specifications is not yet final and still subject to revisions.
6. Whether sub contracts are allowed.	Subcontracts will be allowed for surveys provided the amount will not exceed 50% of the contract cost.
7. Reminder to bidders	The Plan of Approach and Methodology is 40% of the technical score.
8. Whether change of key personnel is allowed	Yes, for valid reasons and with supporting documents as specified in the RA 9184. For example, death, resignation, retirement.
9. There is no form for reimbursable costs.	Reimbursements are not allowed. Hence, no form for reimbursements is included in the bid documents.
10. What is the official title of the project	Consulting Services for the Preparation of Detailed Architectural and Engineering Design for the Relocation of Philippine Navy Facilities. The Philippine Marines is a unit of the Philippine Navy. Hence, deemed already included in the title.
11. Whether online verification of licenses is allowed for licenses with pending renewal	No, online verification is not allowed. Submission of copy of official receipts for renewal of licenses is allowed.

12. Clarification regarding submission of supporting documents	Bidders are required to submit certified true copy of Certificate of Completion or Certificate of Acceptance or proof of Final Payment as supporting documents for completed contracts. Likewise, for on-going contracts, bidders are required to submit certified true copy of Notice of Award or Notice to Proceed or Contract. Purchase Order (PO) is also accepted in lieu of Contract.
13. Whether advance payments are allowed	Please refer to the approved manner of payment wherein there is no advance payment.
14. Clarification regarding the 9 month duration of the project	The Consultant must prepare its own schedule which must not exceed 9 months. There will be a representative from the Philippine Navy to assist the Consultant in the design.
15. Whether BCDA can commit to approve the plans submitted by the Consultant within one (1) week	BCDA cannot commit that the plans will be approved within one (1) week because the approval of the plans will be in coordination with the Philippine Navy. In case the plans are not approved by BCDA and NAVY within two (2) weeks, such delay in the approval should not affect the contract duration.

IV. CLOSING OF THE PRE-BID CONFERENCE

Vice-Chairperson Capones thanked the bidders for attending the pre-bid conference and reminded them that the deadline for clarifications is on February 8, 2019 at 5:00PM while the issuance of the bid bulletin and minutes of meeting will be on February 12, 2019. There being no other matters to discuss, the conference was adjourned.

Part II.

A. Clarification - Determination of the Highest Rated Bid

The evaluation procedure adopted to be declared as the bidder with the Highest Rated bid (HRB) is the Quality-Cost Based Evaluation (QCBE) Procedure, wherein the technical and financial proposals are given a corresponding weight of 85% and 15%, respectively. The consultant must pass the required 70% minimum score.

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The technical score will be rated as follows:

Criteria	Rating
1. Relevant Experience of the CONSULTANT	30%
2. Qualification of the Key Personnel to be assigned to the Project	30%
3. Plan of Approach and Methodology	40%
Total	100%

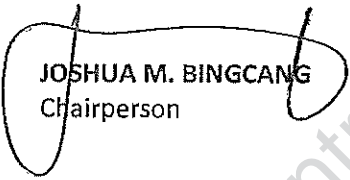
Only bidders that pass the required minimum technical score of seventy percent (70%) will be invited for the opening of financial proposals.

B. CHANGE IN PROCUREMENT SCHEDULE

Procurement Activity	Date and Time
Deadline of Submission of Bids	February 19, 2019, 9:00 AM
Opening of Technical Proposals	February 19, 2019, 9:00 AM
Oral Presentation	February 19, 2019, 10:00 AM

For information.

BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES


JOSHUA M. BINGCANG
Chairperson