

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

Procurement of Consulting Services for the Design, Development, and Maintenance of the New Clark City Website

Bid Bulletin No. 6

27 May 2020

This Bid Bulletin contains the Minutes of the Pre-Bid Conference held on 19 May 2020, 11:00 AM via Google Meet. This Bid Bulletin contains clarifications and modifications and shall form an integral part of the Bid Documents.

PART I. MINUTES OF THE PRE-BID CONFERENCE

I. Attendees

BAC-C

Joshua M. Bingcang	Chairperson
Atty. Joanna Eileen M. Capones	Vice-Chairperson
Madonna M. Cinco	Member
Jocelyn L. Caniones	Member
Virgil M. Alvarez	Member

TWG

Vergel Q. Paras	TWG Head
Mark Rey DG. Batonghinog	

Secretariat

Stevenson E. Tugas Jr.	Head-Secretariat
Cornelio Peter J. Yap	

End-user

Trina Sulit
Benjamin Abella

Representative of Prospective Bidders

Liza delos Reyes	Asiagate Networks, Inc
Jahnine Baliao	Asiagate Networks, Inc

Jae Dumpit
Nerissa P. Diano
Lady Laput
Christine Ocampo
Rico Hernandez
Andrea Hernandez

Asiagate Networks, Inc
Asiagate Networks, Inc
Asiagate Networks, Inc
MyBusyBee Inc
MyBusyBee Inc
MyBusyBee Inc

II. CALL TO ORDER:

There being a quorum, Chairperson Bingcang called the pre-bid conference to order at 11:15 AM and welcomed the prospective bidders.

III. PRE-BID CONFERENCE PROPER

A. Ms. Trina Sulit presented the details of the project to the prospective bidders. Please refer to Annex A for a copy of the powerpoint presentation.

The salient points were as follows:

a. Project Objectives

1. To build the presence of New Clark City as one of the developing places in the Philippines, and one of the rising cities in Asia.
2. To promote New Clark City as one of the upcoming prime destinations that offers world-class facilities and a city that is built for people, while raising brand awareness on what New Clark City is.
3. This will also give BCDA and New Clark City a professional platform where interested companies/parties can book their events, and inquire on what the services we can offer..

b. Scope of Services

The Consultant shall fulfill its obligations using its technical expertise in Content Management System according to the best accepted professional and industry standards. It shall deploy to the Project its technical personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required Services.

The Consultant shall undertake the Design, Development, and Maintenance, as well as the Compliance & Compatibility and Knowledge Transfer the Project according to what is required in the Terms of Reference (TOR), which is included in the Bidding Documents.

They should also make the website compliant to any operating system, may these be server, desktop, or mobile based.

c. Project Duration

It shall take effect from the date stated in the Notice to Proceed (NTP) and shall remain in force and effect for one (1) year or as specified in the plan, until the submission of the consultant of an accomplishment report and acceptance by BCDA

d. Approved Budget for the Contract – Pesos: 1,500,000.00, inclusive of all applicable taxes and fees.

e. Evaluation Procedure

In order to determine the Consultant with the Highest Rated Bid (HRB), BCDA shall conduct an evaluation of bids using the **Quality-Based Evaluation**. The numerical weights for the Bid Documents are as follows:

Criteria	Rating
Applicable Experience of the Consultant	30%
Qualification of personnel who shall be assigned to the project	20%
Plan of Approach and Project Methodology	50%
Total	100%

To be declared as HRB, the bidder shall pass the required minimum technical score of seventy percent (70%).

f. Qualifications of the Consultant

- Must be registered online with the Philippine Government Electronic Procurement System (<http://www.philgeps.gov.ph>) as a legitimate service provider for government requirements; and,
- Proponent must have a minimum of two (2) years' experience in web design, development and web hosting;
- The identified members of the team must have at least two (2) years experience in website design, content management system as related to his function in the team.
- Proponent must have handled at least two (2) projects similar to the project being bid out;
- Must have handled at least one (1) website project equivalent to at least fifty (50%) of the Approved Budget for the Contract (ABC) or amounting to Php 750,000.00.

- Proponents must also have a design portfolio showcasing their works in digital or print.
- The Consultant shall be assessed based on the most favorable compliance with the criteria stated above.

g. Procurement Timeline

- The Deadline for Submission of Bid Documents is on 02 June 2020 (Tuesday), at 9:00 AM;
- The Opening of Technical Proposal will be held on 02 June 2020 (Tuesday), at 10:00 AM;

B. Mr. Mark Rey DG. Batonghinog continued with the presentation of 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	Technical Proposal Submission Form must be signed by the authorized representative.
TPF 2	Consultant's References should include a short description of the project, completion date, amount of contract.
TPF 3	Comments and suggestions of the Consultant on the TOR to improve future biddings.
TPF 4	Discuss in detail the Methodology and Work Plan that the Consultant will be used in performing the services.
TPF 5	Team Composition and Task
TPF 6	CV of nominated key personnel must be signed both by the nominated key personnel and the authorized representative and notarized. Please attached supporting documents i.e. copy of diploma, certificates, licenses, etc.
TPF 7	Time Schedule of Personnel
TPF 8	Activity Work Schedule in Bar Chart and completion/submission of reports.
Omnibus Sworn Statement	Must be signed by the authorized representative and notarized.
Bid Securing declaration	Must be signed by the authorized representative and notarized.
FPF 1	Must be signed by the authorized representative.
FPF 2	Inclusive of all applicable taxes and fees.
FPF 3	Breakdown of cost per activity
FPF 4	Breakdown of Remuneration per Activity
FPF 5	Reimbursables (NOT APPLICABLE)
FPF 6	Miscellaneous Expenses

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

Questions	Answer/ Clarification
Will this have a 6-month duration for both design & development and maintenance, for a total of 1 year?	Yes.
How about about the hosting? Will it be 6 months or 1 year from the moment the website goes live?	One Year web hosting upon launch of the website
Regarding the terms of payment for the Approval of the monthly submitted website analytics report and website maintenance and security report, will the payment be spread out over the months or will it be paid at the end of the sixth month?	Payment will only be collected after the monthly reports have been approved. Hence 10 percent will be paid per month for six months if the reports were submitted on time.
This pertains to the mode of submission. Based on the presentation, it is supposed to be a paper based submission of files on June 2, 2020. However it is also mentioned in the Bid Documents that we are supposed to submit an electronic file of our technical proposal and corporate profile. Can you please clarify that?	<p>Bidders shall submit the hard copy (in paper) of both the Original and Copy of their Technical Proposal (which includes the Comprehensive Creative Proposal containing two (2) proposed overall look and layout of the website, including dummy website for both proposed looks, and its mobile compatibility and Corporate Profile showing their previous website designs including previous projects handled) and Financial Proposal.</p> <p>Aside from the hard copy, an electronic copy of their Technical and Financial proposals contained in a flash drive shall be included in each of the respective envelopes. The electronic copy of the Technical Proposal must include the materials for the oral</p>

	presentation.
<p>Will the notarization still be observed in the bidding?</p>	<p>No. Government Procurement Policy Board (GPPB) Resolution No. 09-2020 has approved certain measures “in consideration of limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel.”</p> <p>Listed below are alternate documentary requirements that may be accepted by the end-user:</p> <p>“6.1. Unnotarized Bid Securing Declaration; 6.2. Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment; 6.3. Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment;...”</p> <p>An unnotarized CV of nominated key personnel may be accepted.</p> <p>Upon lifting of the community quarantine, or similar restrictions, and availability of notarial services, BCDA may require the bidder to replace the unnotarized documents submitted after award of contract but before payment.</p>
<p>Regarding Prototypes, do you want two concepts and a dummy website?</p>	<p>Yes. BCDA just wants to see how it will look like.</p>
<p>Regarding the nominated key personnel, can we change or replace some of the nominated key personnel at this stage of the bidding?</p>	<p>Section 33.3 of the IRR of RA 9184 states that “There should be no replacement of key personnel before the awarding of contract except for justifiable reason as may be determined by the BAC, such as, illness, death or resignation provided it is duly supported by relevant certificates, or any</p>

	delay caused by the Procuring Entity.”.
How many copies of the bid are we going to submit? Two?	One original and one copy of the bid.
Can the bid be done all in electronic format?	No. The bidders must submit both the physical documents (hard copy) and electronic copy of the Technical and Financial Proposals. Please refer to the preceding question and answer on mode of submission for more details.
What is BCDA's preference? Simple or Modern?	Preferably a Modern design.
<p>Since Metro Manila is still in Modified Enhanced Community Quarantine (MECQ) assigned personnel will have difficulty in availing of public transport to reach the office and sign respective CVs.</p> <p>We suggest that this item be made a post-qualification requirement for the winning bidder to limit risk of employee exposure as mandated by the MECQ.</p>	<p>Based on Government Procurement Policy Board (GPPB) Resolution No. 09-2020, the use of digital or electronic signature in procurement related documents is allowed.</p> <p>Hence, signing of CV both by the nominated key personnel and authorized representative can be done and be submitted on or before the prescribed date and time of the bid submission.</p>
<p>Since Metro Manila is still in Modified Enhanced Community Quarantine (MECQ) assigned personnel and/or the Notary Public itself, will have difficulty in availing of public transport to reach their respective offices and perform the notarization process.</p> <p>Similarly, we suggest that this item be made a post-qualification requirement for the winning bidder to limit risk of employee exposure as mandated by the MECQ.</p>	Please refer to the preceding question and answer on unnotarized documents allowed by GPPB.
<p>Please clarify if the following documents does not need to be notarized;</p> <p>a. Bid Securing Declaration b. Secretary's Certificate</p>	Please refer to the preceding question and answer on unnotarized documents allowed by GPPB.

Please clarify the duration of the Web Hosting period.	One Year web hosting upon launch of the website
TOR Page 9/38 mentions 'Full off-site support given a minimal man-hour allocation (40) hours per month ' Please clarify concept of full off-site support., i.e. that this only pertains to error resolution	The 40-hour/month off-site support is for minor revisions and enhancements, but for more serious technical issues—especially those issues involving their deliverables as the consultant and those which are beyond BCDA staff's capacity, the consultant should be able to provide technical support until the issue is resolved.
Can we have a screenshot or list of the content specified in the Powerpoint slide shown during the Prebid pertaining to TPF4	Presentation material used during the Pre-Bid Conference will be provided. Also, please refer to Paragraph 10.2.c.iii.of the Instruction to Bidders, as guide in preparing the TPF 4. Description of Methodology and Work Plan in Performing the Project.
What is your preferred technology for the CMS?	Drupal
In the electronic copy of the Technical Proposal in the USB, will BCDA allow pdf copy of the files not necessarily scanned copy of the hard copy being submitted?	Yes, provided that the documents were manually or electronically signed.

IV. CLOSING OF THE PRE-BID CONFERENCE

The BAC Members thanked the bidders for attending the pre-bid conference. There being no other matters to discuss, the conference was adjourned.

For Your Information.

BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES

(SGD)

Joshua M. Bingcang

BAC-C Chairperson