

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

**CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE CONSTRUCTION OF VARIOUS STRUCTURES AND FACILITIES WITHIN THE 100-HECTARE AREA AT BATAAN TECHNOLOGY PARK, MORONG, BATAAN
(Package 2)**

Bid Bulletin No. 01

This Bid Bulletin clarifies queries raised during the Pre-Eligibility Conference held last 24 September 2021, some written queries received by the BAC through email until 27 September 2021, and other matters relative to the bidding for the aforementioned project.

Issues Raised	Clarifications
a. For “Statement of Project with at least Php 47 million contract amount”, would this be local or international projects? We at Artelia certainly have projects that are in this contract amount overseas, but not here in the Philippines.	Yes. The qualification applies to projects with at least Php 47.0 Million contract amount, both local and international projects.
b. Do the projects in the Php 47 million contract amount have to be all including and/or entirely in the Construction Management Services (CMS) Scope?	Yes. The Consultant should have an experience in handling at least one (1) construction management and supervision project FOR VERTICAL STRUCTURES with a contract amount of at least Php47.0 Million. In case of a JV, at least one of the members of the JV should have an experience in handling at least one construction management project FOR VERTICAL STRUCTURES with a contract amount at least of Php47.0 Million . Provided further that the said member has the experience in handling the construction management project FOR VERTICAL STRUCTURES with a contract amount of at least PhP47.0 Million must be designated as the lead of the JV.
c. For the bidding documents to be purchased (at PHP50,000), is this a requirement prior	No. This is not a requirement prior to the submission of eligibility requirements. The

<p>to the submission of the eligibility requirements? Or would only apply once shortlisted?</p>	<p>purchase of the Bidding Documents shall only be made by shortlisted bidders upon receipt of BAC-C Notice of Eligibility and Shortlisting.</p>
<p>d. Under the clause “8. The contract shall be completed within 720 calendar days or until the issuance of the certificate of completion to the contractor and a period to complete the post construction works indicated in the Terms of Reference”, what is the limit that is applicable to the construction management consultant?</p>	<p>There is no limit as to the duration of the Consultant’s engagement in the Project. The Consultant is expected and required to be onboard from the start of construction until the issuance of Certificate of Completion and a period to complete the post construction works.</p>
<p>e. How is the 60%-40% rule applied? Is it based on the share of the fees according to the total contract amount proposed? Is the percentage in number of manpower? Man-hours?</p>	<p>Section 24.3 (e) of the Revised IRR of RA 9184 provides that, “Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular project. Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.”</p>
<p>f. For the certificate of completion to be supplied for every project completed in the last 10 years, is this necessary? This is not available for all projects and may not be retrievable especially for projects that have long been completed.</p>	<p>Yes. If the Certificate of Completion (COC) is not available, any equivalent document issued by the client specifying the satisfactory completion of the services the Consultant rendered as CMS such as valid proof of final payment and certificate of acceptance.</p>
<p>g. Was there a Project Management Team (PMT) engaged in the Project?</p>	<p>Yes, a PMT from BCDA will be created to supervise and monitor the Project.</p>
<p>h. The engagement of the Construction Management and Supervision is time-based as per RA 9184. May we seek clarification and the basis of the fixed-cost contract for the CMS Consultant?</p>	<p>Fixed price contract is pursuant to the Revised IRR of RA9184 Annex F - Section 2, as stipulated: 2. Cost of Consulting Services <u>All Consultancy contracts shall be fixed price contracts.</u> Any extension of the contract time shall not involve any additional cost.</p>

<p>i. The Terms of Reference states that the payment of the CMS Consultants shall be based on the progress of the Contractor. Based on our experience as Project Managers and Construction Managers, the items below are possible situations that might happen:</p> <ol style="list-style-type: none"> 1. Possible collusion from the Contractor and the CMS. Can the payment schedule of the CMS be subdivided on a monthly basis based on the contract timeline? 2. The contract timeline of the CMS shall be dependent on the Contractor's timeline. (The issue is connected with the verification of the Contract schedule of the CMS in item 1). 	<ol style="list-style-type: none"> 1. No. Paying the Consultant on an equal monthly amount will not guarantee that collusion between the Consultant and the Contractor will not happen. To avoid collusion between the Contractor and the CMS, BCDA is creating a Project Management Team in each of its project to monitor and supervise the construction works to ensure the timely delivery of the project as well as to avoid any unlawful acts on site. Moreover, the Consultant is expected to observe the highest ethical standard during the execution of the contract. The Consultant should, at all times, protect the best interest of BCDA and not engage in any corrupt, fraudulent, collusive and coercive practices. Such unlawful acts are grounds for termination of the contract, blacklisting, and other legal actions that BCDA may take. 2. Yes. Notwithstanding the prescribed duration for the Project, the contract timeline for the consulting services shall be dependent on the General Contractor's timeline of completion. The CMS contract duration shall be up until the issuance by BCDA of the Certificate of Completion to the Consultant.
<p>j. The Project has 3 Packages, wherein Package 1 shall be the site development, Package 2, Construction of the specified infrastructures, and Package 3 is composed of additional infrastructures and closing of this phase. If this is the case, may we seek clarifications on the items below:</p> <ol style="list-style-type: none"> 1. Is there a possibility that the accomplishment of Package 2 might be dependent on Package 1? 2. Will this affect the determination of the mobilization of Package 2 personnel? If so, what shall we indicate on the engagement of our Key personnel to adjust this possible scenario? 3. What is the total timeline of the 3 packages? 	<ol style="list-style-type: none"> 1. No. The scopes of works for the three packages do not overlap and are independent from one another. Each package also has its own contractor and CMS consultant to ensure timely and satisfactory completion of Phase 1. 2. No. 3. Packages 1, 2 and 3 are expected to be completed within 600 calendar days (CD), 720 CD and 630 CD, respectively.
<p>k. Does the Designer of Record use BIM for</p>	<p>Yes.</p>

their Design? Since it is required in the engagement of the CMS.	
l. Does BCDA have technical staff engaged in BIM during the Design Process?	None.
m. The BIM Specialist as per your TOR requires 10 years of experience in BIM Coordination. What certifications or accreditation are needed to validate the experience of this specific responsibility in an organization?	Certificate of Employment and project assignments, and proof of training as BIM specialist.

The interested bidders are hereby informed of the changes/revisions of the Eligibility Forms and Eligibility Data Sheet, to wit:

FROM	TO
<p>Section VI. Terms of Reference - 13. Qualification of Bidders</p> <p>Section 13.3. The Consultant should have experience in handling at least one (1) construction management and supervision project with a contract amount of at least Php 47,000,000.00. In case of a JV, at least one of the members of the JV should have experience in handling at least one construction management project with a contract amount at least of Php 47,000,000.00, provided further that the member that has the experience of handling the construction management project with a contract amount of at least PhP 47,000,000.00 must be designated as the lead of the JV.</p>	<p>Section VI. Terms of Reference - 13. Qualification of Bidders</p> <p>Section 13.3. The Consultant should have experience in handling at least one (1) construction management and supervision project for vertical structures with a contract amount of at least Php 47,000,000.00. In case of a JV, at least one of the members of the JV should have experience in handling at least one construction management project for vertical structures with a contract amount at least of Php 47,000,000.00, provided further that the member that has the experience of handling the construction management project for vertical structures with a contract amount of at least PhP 47,000,000.00 must be designated as the lead of the JV.</p>
<p>EF 2. Statement of All On-Going and Completed Government and Private Contracts,</p>	<p>EF 2. Statement of All On-Going and Completed Government and Private Contracts, including Contracts Awarded But Not Yet</p>

including Contracts Awarded But Not Yet Started	Started As Well As Contracts Where Works Have Been Completed But Not Yet Accepted For The Past 10 Years
EF 3. Summary of Projects	EF 3. Summary of Projects for the Past 10 Years (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)
EF 4. Consultant's References Relevant Services Carried Out for the Past 10 Years That Best Illustrate Qualifications	EF 4. Consultant's References Relevant Services Carried Out for the Past 10 Years That Best Illustrate Qualifications
EF 9. Statement of Project with at least PhP47 million contract amount <u>Proof of Undertaking</u> 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 for on-going contracts and for contracts awarded but not yet started.	EF 9. Statement of Project with at least PhP47 million contract amount for the past 10 years <u>Proof of Undertaking</u> Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts.
<u>Checklist and Tabbing of Eligibility Requirements</u> <u>Tab #2</u> PhilGEPS Certificate of Registration under Platinum Membership Per GPPB Resolution No. 26-2017, during bid submission, prospective bidders may still submit their Class "A" Eligibility Documents pursuant to Section 8.5.2 of the 2016 revised AIRR (i.e. Registration Certificate from SEC, DTI, or CDA; Mayor's Permit; Tax Clearance; Philippine Contractors Accreditation Board	<u>Checklist and Tabbing of Eligibility Requirements</u> <u>Tab #2</u> PhilGEPS Certificate of Registration under Platinum Membership or Class "A" Eligibility Documents pursuant to Section 8.5.2 of the 2016 revised IRR. Pursuant to GPPB Resolution No. 26-2017, prospective bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to

(PCAB) license and registration; and Audited Financial Statements), or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 revised IRR of RA 9184.

Tab #3 - EF2

Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started.

Tab #4 - EF3

Summary of all on-going and completed government and private contracts, including contracts awarded but not yet started.

Tab #12

Valid joint venture agreement, in case a joint venture is in existence. (In the absence of JVA, duly notarized statement that all potential partners shall enter into and abide by the provisions of the JVA in the instance that the bid is successful)

Section 8.5.2 of the 2016 revised IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184;

a) Class "A" Eligibility Documents

Legal Documents

i) Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.

ii) Mayor's/Business permit issued by the city or municipality where the principal place of business of the bidder is located, or the equivalent document for Exclusive Economic Zones or Areas

In cases of recently expired Mayor's/Business permits, the bidders shall submit the official receipt as proof for renewal within the period prescribed by the concerned local government unit: Provided, That the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of this IRR.

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.

iii) Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.

Financial Document

iv.) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

Tab #3 - EF2

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 10 years.**

Tab #4 - EF3

Summary 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 10 years.**

Tab #12

Class "B" Document (if the bid is a joint venture)

An executed Joint Venture Agreement (JVA) between parties, for joint venture. In the absence of a JVA, 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, shall be included in the bid.

	<p>Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.</p>
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Attached are the Minutes and pdf file of the Presentation during the Pre-Eligibility Conference for the Project.

All other related provisions in the Terms of Reference and Bidding Documents correspondingly affected by the issuance of this Bid Bulletin are deemed amended to conform to this Bid Bulletin.

Issued this 1st day of October 2021.


AILEEN ANUNCIACION R. ZOSA
Chairperson, BAC-C

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BIDS AND AWARDS COMMITTEE FOR CONSULTANCY (BAC-C)

PRE-ELIGIBILITY CONFERENCE FOR THE CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION OF THE CONSTRUCTION OF VARIOUS STRUCTURES AND FACILITIES WITHIN THE 100-HECTARE AREA IN BATAAN TECHNOLOGY PARK, MORONG, BATAAN BCDA Corporate Center, 2/F, Bonifacio Technology Center, BGC, Taguig City

24 September 2021

Minutes of Meeting

Present:

Bids & Awards Committee:

Chairperson	EVP Aileen Anunciacion R. Zosa (via zoom)
Vice Chairperson	Atty. Fernando T. Gallardo, Jr. (via zoom)
Members	Virgil M. Alvarez (via zoom) Aristotle E. Guerrero (via zoom) Madonna M. Cinco (via zoom)

Technical Working Group (TWG):

Head	Daniel Carlo M. Fabila (via zoom)
Members	Mark Rey DG. Batonghinog (via zoom) Denise Alexi D. Go (via zoom)

Secretariat:

Head	Melinda M. Docallos (via zoom)
Members	Lohren D. Cabellon (via zoom) Jule Gian Mae R. Torres (via zoom) Monica Lorraine R. Viernes (via zoom) Loujim Barruga (via zoom)

End-User	Engr. Mark Torres (via zoom) Engr. Sydney Gutierrez (via zoom)
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Other attendees from BCDA

Jules Afficial Victor C. Luna	Consultant (via zoom)
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Observers (via zoom)

Margie O. Padre Edmar Elizon	IASD Commission on Audit
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Bidders' Representatives and Guests (via zoom)

Rey Valencia	-	Schema Konsult, Inc.
Carol Santos	-	Schema Konsult, Inc.
Abi Sta. Ines	-	Oscar R. Ruivivar and Associates (ORRA)
Marlex Alcantara	-	ORRA
Armina Tingzon	-	Equinet
Christie Anne Masbad	-	Equinet
Ralph Walker	-	Equinet
James Casas	-	IA Campbell & Associates
Christie Parco	-	Filipinas Dravo Corporation
Jonathan Fernandez	-	EDCOP
Alfredo Liwanag	-	EDCOP
Zarvie-An Ignacio	-	EDCOP
Karla Cardones	-	TPM

1. Call to Order

The Pre-Eligibility Conference for the Construction Management and Supervision (CMS) for the Construction of Various Structures and Facilities within the 100-Hectare Area in Bataan Technology Park, Morong, Bataan was presided over by BAC-C Chairperson Aileen Anunciacion R. Zosa.

Chairperson Zosa opened the pre-eligibility conference at 1:05PM and welcomed the prospective bidders to the Pre-Eligibility Conference for the CMS for the Various Structures and Facilities within the 100-Hectare Area in Bataan Technology Park, Morong, Bataan.

Chairperson Zosa introduced the BAC-C members, members of the TWG and Secretariat, the BCDA Consultant, observers from COA and IASD and other attendees from BCDA. She then acknowledged each and every representative present by calling out their names and the companies they represent, as it appeared on the Zoom participants' list.

Chairperson Zosa mentioned that for the eligibility forms, the BAC-C will be requiring the supporting documents as part of the eligibility submission of the eligibility documents as it is provided for in RA9184 and its IRR. She emphasized that the printed name and signature of the authorized representative of the firm or the JV, in case of a JV, as well as the name and signature of the key personnel should appear in the certification of CVs of the nominated key personnel.

In case of a JV, they need to submit a certification naming or designating their authorized representative who will countersign the CVs of the nominated key personnel.

2. Highlights of the Meeting

Upon the instruction of Chairperson Zosa, Engr. Mark Torres presented, clearly discussed and explained the following:

- Project Background;
- Facilities to be constructed;
- Project Details;
- Scope of Services;
- Key Personnel and the number of years required for the Project;
- Support Staff and qualification
- Mode of Payment

- Minimum Qualifications of the Consultant
- Evaluation Procedure
- Criteria for Shortlisting of the Prospective Bidder; and
- Criteria for Determination of the Highest Rated Bid

Mr. Daniel Carlo M. Fabila, TWG Head presented, clearly discussed and explained the following in relation to the reminders and requirements for the eligibility documents:

- Checklist and Tabbing Requirements;
- Eligibility Documents Submission Form;
- 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 10 years;
- Summary of projects for the past 10 years;
- Consultant's References;
- Summary of CV;
- Format of CV for proposed professional staff;
- Statement if consultant specifying its nationality and confirming those who will actually perform the services are registered professionals;
- Format of the CV of the firm;
- Statement of project with at least Php 47 Million Contract;
- Certificate of availability of key personnel;
- Format and signing of eligibility documents;
- Sealing and marking of eligibility documents; and
- Procurement Schedule

Attached is the presentation of Engr. Mark Torres and Mr. Daniel Carlo Fabila for reference purposes.

3. Clarifications from BAC-C Chairperson

After the presentation of Engr. Torres and Mr. Fabila and prior to entertaining questions from the prospective bidders, Chairperson Zosa mentioned and stressed the following:

- The contract to be submitted by the interested proponent to serve as a similar contract undertaken in the past should be a CMS contract for vertical structures with a contract amount of at least Php 47 Million.
- Engr. Torres explained the qualifications as well as the responsibilities of the Project Director as follows:
 - o Must be a licensed engineer for at least 15 years with at least 10 years relevant experience as a Project Director;
 - o Overall lead coordinator for all the three (3) CMS consultants involved in the Phase 1 development of the 100-Hectare Area in BTP, Morong, Bataan;
 - o Reports directly to BCDA and will be the one to lead in coordinating all the issues and concerns among the three (3) consultants for each of the packages for Phase 1; and
 - o The duration of the Project Director is dependent on the completion of the entire Phase 1 construction projects.

4. Questions from the Prospective Bidders

- a. Ms. Abi Sta Ines of ORRA asked whether the requirement for a similar project with a contract amount of at least Php47 Million can be accumulative or for a single project only.

Chairperson Zosa replied that the contract amount of at least Php 47 Million should be for a single project. She further clarified that it should be a completed project and not the on-going project. Thus, the supporting documents should be supported by the final payment issued by the client, certificate of final acceptance and/or certificate of completion.

- b. Ms. Carol Santos of Schema Konsult, Inc. asked whether previous experience as a Team Leader and/or Project Manager will be accepted for the Project Director position considering the requirement of ten (10) years experience for the said position.

Engr. Torres replied in the affirmative and said that functions and responsibilities of a Team Leader and/or Project Manager is similar to that of a Project Director.

- c. Mr. James Casas of IA Campbell & Associates asked whether the Project Director position is limited to Philippine licenses only or will foreign licenses be accepted.

Atty. Gallardo cited Section 37.1.4 (a) (iv) of the Revised IRR of RA 9184 which he read aloud, to wit:

"In the case of Consulting Services, the SEC Certificate of Registration of the foreign consulting firm, and/or the authorization or license issued by the appropriate GoP professional regulatory body of the foreign professionals engaging in the practice of regulated professions and allied professions, where applicable."

Atty. Gallardo further stated that the prospective bidders may check with the Professional Regulatory Commission (PRC) whether a foreign license can be accredited in the Philippines and if a certification is needed in order for foreign license holder to practice as a licensed professional in the Philippines.

Mr. Casas remarked that securing license and/or certification from the PRC will take time to which Chairperson Zosa asked whether there will be no Filipino engineers that can qualify for the Project Director.

Mr. Casas stated that the ten (10) years requirement as a Project Director are common in big projects and based on their experience, are mostly expatriates.

Chairperson Zosa reiterated that previous experiences as a Project Manager can already qualify for the Project Director position which is a good way of ensuring that even Filipino licensed engineers can qualify. She further emphasized the responsibility of the Project Director in overseeing the three (3) CMS consultants for Phase 1 projects.

- d. Mr. Marlex Alcantara of ORRA asked whether there will only be one contractor for package 2, to which Engr. Torres replied in the affirmative.

Mr. Alcantara further asked as to the basis for the billing of Package 2 since the Project Director will depend on the accomplishment of both Package 1 and 2.

Engr. Torres replied that the basis for the progress payment for CMS of Package 2 will depend on the actual accomplishment of the contractor for Package 2. He explained that Project Director is added in Package 2 so that there will be someone to oversee the entire Phase 1.

Chairperson Zosa likewise explained that the Project Director billings will depend solely on the accomplishment of Package 2 even though the latter will be coordinating the works of Package 1 and 2.

- e. Mr. Alcantara asked whether there will be an effect on the timeline if there will be delays in the construction of Package 1 and 2.

Engr. Torres stated that the schedule for CMS of Package 2 is dependent on the construction of Package 2. He stressed that the only key staff that is dependent on the completion of Package 1, 2 and 3 is the Project Director.

Engr. Torres further explained that upon completion Package 2, the certificate of completion can be issued to the CMS for Package 2 except for the Project Director which is expected to perform its duties until the completion of Package 1 and 3.

Mr. Alcantara asked whether the responsibility of the Project Director can extend beyond Phase 1, to which Engr. Torres replied that the Project Director should not extend beyond Phase 1.

Engr. Torres emphasized that the obligation of the Project Director is exclusively for Phase 1 which covers Package 1, 2 and 3. In case Package 2 is completed and Package 1 is still on-going, the CMS for the on-going project will be the one to complete the project. Thus, the Project Director can already be issued with a certificate of completion.

- f. Ms. Santos raised a concern whether the CMS consultant can submit a variation order when there is an additional scope of work not forming part of the original contract of the contractor.

Engr. Torres said that this matter will be included in the request for OGCC opinion.

Chairperson Zosa stated that if the variation order does not entail an Extension of Time (EOT), the CMS consultant cannot submit the same.

Chairperson Zosa likewise informed the prospective bidders that with regard to the previous concern raised in the pre-eligibility conference for the Package 1 as to the delays in the construction of the project, she stated that the CMS will be required to extend their engagement but without additional compensation.

Chairperson Zosa apologized as the BAC-C cannot answer in the affirmative at the moment. She apprised the prospective bidders that BCDA has sent a request for an OGCC opinion whether CMS consultant is entitled to an additional compensation when the construction of the project will require an EOT.

- g. Mr. Casas asked whether an accreditation from PRC will also be accepted for the Project Director.

Atty. Gallardo said that this concern will be answered through a bid bulletin. Chairperson Zosa agreed to this and said that there is an on-going discussion on the matter and that the BAC-C is doing some due diligence as regards PRC rulings on this.

- h. Mr. Alcantara asked whether the BIM specialist is a platform for coordination or for the building management system.

Engr. Torres replied that the position is intended for the building management during the construction,

Mr. Alcantara further inquired as to what platform was used by the designer in the preparation of BIM.

Engr. Torres replied that he will check on this.

- i. On the query of Ms. Santos as to who is the designer of the project, Engr. Torres requested not to provide any information yet.

Chairperson Zosa remarked that this concern will be answered in a bid bulletin. She apprised the prospective bidders that the firm or JV and all the members of the JV as well as all the nominated key personnel will be required to sign a Non-Disclosure Agreement (NDA). The subcontractor, if any and where applicable, will likewise be required to sign the same.

- j. Mr. Casas inquired whether the cost of office equipment, office supplies, and communication supply as well as the software required for the project are included in the Approved Budget for the Contract (ABC).

Engr. Torres replied that the office equipment and software are included in the ABC. However, the office area/space will be provided by BCDA through its contractor.

Chairperson Zosa emphasized that the ABC is inclusive of all applicable taxes, fees and charges.

5. Reminders from the BAC-C Chairperson

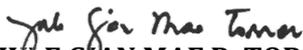
- Chairperson Zosa stated that for the submission of eligibility documents, the nominated key personnel that has expired licenses shall submit the following as supporting documents insofar as the Professional Regulation Commission (PRC) is concerned:
 - o Expired license;
 - o Proof of renewal (screenshot of schedule); and
 - o Receipt of fee for renewal application.
- Prospective bidders are encouraged to send their questions and clarifications until 27 September 2021.
- Last day of issuance of Supplemental/Bid Bulletin is on 01 October 2021.
- On-line or electronic submission of Eligibility Documents is not allowed.
- Strictly one (1) representative per bidder/JV/Consortium will be allowed to enter BCDA premises during the Opening of Eligibility Documents.

- The Opening of Eligibility Documents will be on live stream via Facebook and Zoom.

Closing

There being no other matter to discuss relative to Consulting Services for the Construction Management and Supervision of the Various Structures and Facilities within the 100-Hectare Area in Bataan Technology Park, Morong, Bataan, Chairperson Aileen Anunciacion Zosa thanked the prospective bidders and other attendees of the Pre-Eligibility Conference, and adjourned the conference at 2:40 PM.

Prepared by:


JULE GIAN MAE R. TORRES
Secretariat, BAC for Consultancy

BIDS AND AWARDS COMMITTEE FOR CONSULTANCY


EVP AILEEN ANUNCIACION R. ZOSA
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ATTY. FERNANDO T. GALLARDO, JR.
Vice Chairperson


VIRGIL M. ALVAREZ
Member


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Member

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Consulting Services for the Construction Management and Supervision (CMS) of Various Structures and Facilities within the 100-hectare Area at Bataan Technology Park, Morong, Bataan.

PRE-ELIGIBILITY CONFERENCE

24 SEPTEMBER 2021

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PROJECT BACKGROUND



BCDA is now in the process of developing the 100-hectare area at BTP.

The development of this area will be divided into 3 phases with Phase 1 being further subdivided into 3 packages.

The Package 2 of this development involves the construction of Various Structures and Facilities within the 100-hectare area at BTP, Morong, Bataan.

FACILITIES TO BE CONSTRUCTED

BLDG NO.	DESCRIPTION	No. of Floors	Total CFA	Remarks
	PHASE 1 PACKAGE 2			
3	OFFICE BUILDING 1	2F	842.70	
4.1	ADMIN BUILDING 1	1F	622.42	
4.2	DINING FACILITY 1	1F	946.17	W/ Bored Piles
4.3	CLASSROOM 1	3F	2,890.90	W/ Bored Piles
4.3A	SHOWER BUILDING	1F	98.49	
4.3B	SWIMMING POOL		1,300.00	
4.4A	RESIDENTIAL BUILDING 2	2F	1,517.80	
4.4B	RESIDENTIAL BUILDING 3	2F	1,517.80	
4.5	RESIDENTIAL BUILDING 4	1F	312.20	
5	OFFICE BUILDING 2	GF	2,029.91	

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FACILITIES TO BE CONSTRUCTED

BLDG NO.	DESCRIPTION	No. of Floors	Total CFA	Remarks
7.1	ADMIN BUILDING 2	2F	1,352.42	
7.2	ADMIN BUILDING 3	1F	192.26	
7.3	ADMIN BUILDING 4	1F	131.98	
7.4	RESIDENTIAL BUILDING 5	2F	536.70	
7.5	GUARD HOUSE	1F	16.79	
7.6	GUARD HOUSE AND PERIMETER FENCE	1F	10.41	824.85 m
7.7	GENERATOR HOUSE	1F	36.10	
16.1	RESIDENTIAL BUILDING 6	2F	4,229.53	
16.2	RESIDENTIAL BUILDING 7	2F	4,229.53	
19.5	RESIDENTIAL BUILDING 8	5F	6,904.68	W/ Bored Piles
21.6	RESIDENTIAL BUILDING 9	2F	913.70	
21.7	RESIDENTIAL BUILDING 10	2F	913.70	
21.8	RESIDENTIAL BUILDING 11	2F	913.70	

FACILITIES TO BE CONSTRUCTED

BLDG NO.	DESCRIPTION	No. of Floors	Total CFA	Remarks
22	DINING FACILITY 2	1F	514.85	
25	OFFICE BUILDING 3	1F	506.98	
26	WAREHOUSE 1	1F	2,100.00	
27	GRANDSTAND	2F	1,342.58	
74	OFFICE BUILDING 4	2F	3,902.60	
77	ADMIN BUILDING 4	4F	2,815.87	W/ Bored Piles
78	CLASSROOM 2	4F	1,400.60	W/ Bored Piles
84	ADMIN BUILDING 5	2F	3,272.58	
97	WAREHOUSE 2	1F	613.07	
103.2	STORAGE FACILITY 1	1F	300.00	
103.3	STORAGE FACILITY 2	1F	300.00	
TOTAL	THIRTY-FOUR (34) STRUCTURES		49,529.03	

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PROJECT DETAILS



Project Title:

- **Consulting Services for the CMS of Various Structures and Facilities within the 100-hectare area at BTP, Morong, Bataan.**

Approved Budget for the Contract:

- **PhP 92,467,200.00**
- inclusive of all applicable taxes and fees

Project Duration :

- 24 Months or until the issuance of COC for the construction phase + Post construction phase

Scope of Services

The consultant shall fulfill its obligations using its technical expertise in construction management and supervision according to the best accepted professional and industry standards. It shall exercise all reasonable skill, care, diligence and prudence in discharging its duties and shall always work in the best interest of BCDA. It shall deploy to the Project its technical personnel with sufficient qualification and experience to ensure the full and satisfactory accomplishment of the required Services.

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Scope of Services

Construction Phase:

- Manage and control the day to day activities of the Project;
- Ensure that appropriate safety measures are strictly complied with at the construction site and its surrounding limits;
- Monitor works in progress to ensure that the Project complies with the approved drawings, specifications, schedule and budget;
- Ensure that all plans, documents and records related to the Project are properly maintained at the construction site;
- Ensure that all the requests and claims from the contractor are compliant with RA9184 and its IRR and done in a timely manner
- Establish an early warning system to alert BCDA and the contractor of impending delays and/or need for variation orders and extensions of time and if delays were already incurred, or variation orders and extensions of time already required, to prevent further delays and extensions of time;
- Institute and recommend to BCDA measures that will prevent delays and extensions of time and if delays were already incurred, recommend measures to bring back the contractor on track with scheduled accomplishments;
- Keep accurate program reports during all stages of construction and provide BCDA with weekly and monthly progress reports;
- Assign the Program Director as the head coordinator for all the three CMS consultants involved in Phase 1 of the development of the 100-hectare area at BTP, Morong Bataan. among others.

Scope of Services

Post Construction Phase

- Conduct preliminary and final inspections and ensure that construction defects are properly rectified;
- Certify that construction works are completed according to plans and specifications and recommend to BCDA that the Project can be issued a certificate of completion;
- Ensure that all documents, plans and records required by the Project from the contractor are complied with, including manuals and brochures of equipment that may be installed;
- Conduct a final assessment of the performance of the contractor; among others.

MINIMUM KEY PERSONNEL

	Key Personnel	Required Profession and Experience	Required Experience
1	Project Director	Licensed Engineer for at least 15 years	at least 10 Years experience as Project Director
2	Project Manager	Licensed Engineer for at least 10 years	at least 5 Years experience as Project Manager for Vertical Projects
3	Deputy Project Manager	Licensed Engineer or Architect for at least 10 years and	at least 5 years of experience as Deputy Project Manager
4	Sr. Architect	Licensed Architect for at least 10 years	at least 5 years of experience as an Architect
5	Sr. Structural Engineer	Licensed Civil Engineer for at least 10 years	at least 5 years of experience as Structural Engineer
6	Sr. Geotechnical/ Foundation Engineer	Licensed Civil Engineer for at least 10 years	At least 5 years of experience as Geotechnical/ Foundation Engineer
7	Sr. Geodetic Engineer	Licensed Geodetic Engineer for at least 10 years	at least 5 Years experience as Geodetic Engineer

MINIMUM KEY PERSONNEL

	Key Personnel	Required Profession and Experience	Required Experience
8	Sr. Mechanical Engineer	Licensed Mechanical Engineer for at least 10 years	at least 5 Years experience as Mechanical Engineer
9	Sr. Electrical Engineer	Licensed Electrical Engineer for at least 10 years	at least 5 years of experience as Electrical Engineer
10	Sr. Sanitary/ Plumbing/ Drainage Engineer	Licensed Civil or Sanitary Engineer for at least 10 years	at least 5 years of experience as Sanitary/ Plumbing/ Drainage Engineer
11	Sr. Quantity Surveyor	Licensed Civil Engineer or Architect for at least 10 years	at least 5 years of experience as Quantity Surveyor
12	Sr. Materials Engineer II	Licensed Civil Engineer and DPWH Accredited Materials Engineer II for at least 10 years	at least 5 years of experience as Materials Engineer II
13	Sr. Fire and Safety Engineer	Licensed Engineer for at least 10 years	at least 5 years of experience as Fire and Safety Engineer
14	Sr. BIM Specialist	Licensed Engineer or Architect for at least 10 years	at least 5 years of experience as BIM Specialist

Support Staff

	Support Staff	Qualification	Quantity
1	Structural Engineer	Must be a licensed Civil Engineer	3
2	Architect	Must be a licensed Architect	3
3	Geotechnical/Foundation Engineer	Must be a licensed Civil Engineer	2
4	Electrical Engineer	Must be a licensed Electrical Engineer	2
5	Mechanical Engineer	Must be a licensed Mechanical Engineer	2
6	Sanitary/Plumbing/Drainage Engineer	Must be a licensed Sanitary or Civil Engineer	2

Support Staff

	Support Staff	Qualification	Quantity
7	Quantity Surveyor	Must be a licensed Engineer or Architect	3
8	QA/QC Engineer	Must be a licensed Engineer	2
9	Field/Site Engineer	Must be a licensed Engineer	4
10	CAD Operator		3
11	Administrative Officer		2
12	Utility Personnel		2
13	Messenger		2
		TOTAL	32

MODE OF PAYMENT



- **Advance Payment equivalent to fifteen percent (15%) of the Contract Price**, subject to the posting of an irrevocable standby letter of credit issued by an entity acceptable to the agency and of an amount equal to the advance payment. The advance payment shall be repaid by the Consultant by deducting from his progress payments such sum as agreed upon during the contract negotiations until fully liquidated within the duration of the contract.
- Payment shall be made through monthly progress billings, which shall be proportionate to the value of actual work accomplished by the Contractor and acceptable to BCDA.

MINIMUM QUALIFICATIONS OF THE CONSULTANT



- The Consultant should be a reputable firm with **at least five (5) years of business operation**. In case of Joint Venture (JV), at least one of the members of the JV should have **at least five (5) years of business operation**, provided further that a JV member designated as the lead of the JV must have at least five (5) years of business operation.
- The Consultant should have experience in handling **at least one (1) construction management and supervision project for vertical structures with a contract amount of at least Php 47,000,000.00**. In case of a JV, at least one of the members of the JV should have experience in handling at least one construction management project **for vertical structures** with a contract amount at least Php 47,000,000.00, provided further that the member with a **CMS project for vertical structures** with a contract amount of at least Php 47,000,000.00 must be designated as the lead of the JV

EVALUATION PROCEDURE



Quality Based Evaluation Cost

- Technical Proposal - 70%
- Financial Proposal - 30%

SHORT LISTING OF THE PROSPECTIVE BIDDER

Criteria	Rating
1. Relevant Experience of the Consultant	20%
2. Qualification of the Key Personnel to be Assigned to the Project	60%
3. Current Workload of the Personnel Relative to Capacity	20%
Total	100%

- The Consultant(s) must pass the required minimum score of seventy percent (70%) to be shortlisted.

DETERMINATION OF THE HIGHEST RATE BID

Criteria	Rating
1. Relevant Experience of the Consultant	10%
2. Qualification of the Key Personnel to be Assigned to the Project	60%
3. Plan of Approach and Methodology	30%
Total	100%

REMINDERS AND REQUIREMENTS FOR THE ELIGIBILITY DOCUMENTS

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CHECKLIST AND TABBING REQUIREMENTS

BASES CONVERSION AND DEVELOPMENT AUTHORITY

Construction Management and Supervision (CMS) of the Construction of Various Structures and Facilities within the 100-Hectare Area at Bataan Technology Park, Morong, Bataan.

CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

Tab #	Description	Description
1	EF 1	Eligibility Submission Form
2		<p><u>PhilGEPS</u> Certificate of Registration under Platinum Membership or Class "A" Eligibility Documents pursuant to Section 8.5.2 of the 2016 revised IRR.</p> <p>Pursuant to GPPB Resolution No. 26-2017, prospective bidders may still submit <u>their Class "A"</u> Eligibility Documents required to be uploaded and maintained current and updated in the <u>PhilGEPS</u> pursuant to Section 8.5.2 of the 2016 revised IRR, or if already registered in the <u>PhilGEPS</u> under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents. In case the bidder opted to submit their Class "A" Documents, the Certificate of <u>PhilGEPS</u> Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184;</p> <p>a) Class "A" Eligibility Documents Legal Documents i) Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.</p> <p>ii) Mayor's/Business permit issued by the city or municipality where the principal place of business of the bidder is located, or the equivalent document for Exclusive Economic Zones or Areas</p> <p>In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit. Provided, That the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of this IRR.</p> <p>For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.</p>

		<p>iii) Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.</p> <p>Financial Document iv.) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.</p>
3	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.
4	EF 3	Summary 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.
5	EF 4	Consultant's References
6	EF 5	Summary of CVs
7	EF 6	Curriculum Vitae for each of the following nominated key staff:
7.a		Project Director
7.b		Team Leader/Project Manager
7.c		Deputy Project Manager
7.d		Sr. Architect
7.e		Sr. Structural Engineer
7.f		Sr. Geotechnical/Foundation Engineer
7.g		Sr. Geodetic Engineer
7.h		Sr. Mechanical Engineer
7.i		Sr. Electrical Engineer
7.j		Sr. Drainage/Sanitary Engineer
7.k		Sr. Quantity Surveyor
7.l		Sr. Materials Engineer II
7.m		Sr. Fire and Safety Engineer
7.n		Sr. BIM Specialist
8	EF7	Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions
9	EF 8	Format of CV of the firm/entity
10	EF 9	Statement of Project with at least Php 47 <u>Million</u> contract amount
11	EF 10	Certificate of Availability of Key Personnel

Reminders:

The original and copy of the eligibility documents shall include, but not limited to, **ALL** of the required supporting documents.

CHECKLIST AND TABBING REQUIREMENTS

12	<p>Class "B" Document (if the bid is a joint venture)</p> <p>Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, 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, shall be included in the bid.</p> <p>Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.</p>
----	---

Note: 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 Bidding Documents and its amendments.

A) Class "A" Eligibility Documents

Legal Documents

- i) Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.
- ii) Mayor's/Business permit issued by the city or municipality where the principal place of business of the bidder is located, or the equivalent document for Exclusive Economic Zones or Areas

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, That the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of this IRR.

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.

- iii) Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.

Financial Document

- iv.) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

B) Class "B" Document (if the bid is a joint venture)

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, 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, shall be included in the bid.

Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

EF 1. ELIGIBILITY DOCUMENTS SUBMISSION FORM

EF 1. ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Letterhead]

[Date]

The Bids and Awards Committee for Consulting Services
Bases Conversion and Development Authority
BCDA Corporate Center, 2/F Bonifacio Technology Center
31st corner 2nd Avenue, Bonifacio Global City, Taguig City.

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [Insert date] for Consulting Services for the Construction Management and Supervision (CMS) of the Construction of Various Structures and Facilities within the 100-hectare Area at Bataan Technology Park, Morong, Bataan, [Name of Consultant] hereby expresses interest in participating in the eligibility and short listing for said project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- a) [Name of Consultant] is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct. We acknowledge that any mis-representation or submission of fake or tampered documents by the [Name of Consultant], its partner/s (in case of Joint Venture or partnership) or sub-contractor, or any of the key personnel nominated by the Consultant shall automatically result in disqualification of the Consultant from the project and shall be grounds for blacklisting pursuant to Section 4.1 of Appendix 17 of the Revised IRR of RA 9184.

We acknowledge and accept BCDA's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

[Signature over printed name of Authorized Signatory]
[Title]

Reminders:

1. All data on the form shall be correct and consistent
2. **All forms should be duly** signed by the Authorized Representative
3. This form **should be notarized.**

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 10 YEARS

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 10 YEARS

[Letterhead]

[Date]

The Bids and Awards Committee for Consulting Services
Bases Conversion and Development Authority
BCDA Corporate Center, 2/F Bonifacio Technology Center
31st corner 2nd Avenue, Bonifacio Global City, Taguig City.

Ladies/Gentlemen:

In compliance with the eligibility requirements of the Bids and Awards Committee for Consulting Services of the Bases Conversion and Development Authority for the bidding of the Consulting Services for the Construction Management and Supervision (CMS) of Construction of Various Structures and Facilities within the 100-hectare Area at Bataan Technology Park, Morong, Bataan, we certify that [name of bidder] has [state applicable statement: on-going and completed government and private contracts, including awarded but not yet started as well as, contracts where works have been completed but not yet accepted], as enumerated in EF 3. Summary of Projects.

Sincerely,

[Signature over printed name of Authorized Signatory]

[Title]

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent
2. **All forms should be duly** signed by the Authorized Representative
3. Attach **ALL** supporting documents
4. Declare/include **ALL** ongoing and completed contracts including awarded but not yet started as well as contracts where works have been completed but not yet accepted for the past 10 years.
5. Declare/include **ALL** services carried out for the past 10 Years

EF 4. CONSULTANT'S REFERENCES

EF 4. CONSULTANT'S REFERENCES

Relevant Services Carried Out for the Past 10 Years That Best Illustrate Qualifications

[Using the format below, provide information on each contract, whether similar or not similar in nature and complexity to the contract to be bid, for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, partnership, Joint Venture or Similar Arrangement was legally contracted].

Project No. [State numerical order starting with number 1]

Name of Contract:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		N ^o of Staff:
Address:		N ^o of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion (Month/Year):	Date
		Approx. Value of Services (in P ₀):
Name of Associated Consultants, if any:		N ^o of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services and Nature of Services/Engagement (whether principal consultant, associate consultant, support consultant, percentage of interest in the partnership or Joint Venture [in the case of Joint Venture Arrangement], sub-contractor, etc.) provided by Your Firm and Your Staff (whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.). Please list down all your staff members involved in each project for which bidder was contracted.		
Attach the Applicable Supporting Documents:		

Consultant's Name: _____

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent
2. Attach **ALL** supporting documents
3. Declare/include **ALL** ongoing and completed contracts including awarded but not yet started as well as contracts where works have been completed but not yet accepted for the past 10 years.
4. Declare/include **ALL** services carried out for the past 10 Years

EF 5. SUMMARY OF CV

EF 5. Summary of CVs

No	Name of Key Staff	Nominated Position	Registered Profession ¹	Highest Educational Attainment ²	No. of Trainings Relevant to Profession ³		Over-all Work Experience ⁴	Number of Projects Undertaking related to CMS of Vertical Projects
					Local	Foreign		
1		Project Director						
2		Team Leader/Project Manager						
3		Deputy Project Manager						
4		Sr. Architect						
5		Sr. Structural Engineer						
6		Sr. Geotechnical/Foundation Engineer						
7		Sr. Geodetic Engineer						
8		Sr. Mechanical Engineer						
9		Sr. Electrical Engineer						
10		Sr. Drainage/Sanitary Engineer						
11		Sr. Quantity Surveyor						
12		Sr. Materials Engineer II						
13		Sr. Fire and Safety Engineer						
14		Sr. BIM Specialist						

Certified by:

[Signature over printed name of authorized representative]

[Title]

¹ Provide proof of professional registration during the submission of Eligibility Documents.

² Provide proof of highest educational attainment during the submission of Eligibility Documents.

³ Provide proof of trainings undertaken during the submission of Eligibility Documents.

⁴ State number of years

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent

2. **All forms should be duly** signed by the Authorized Representative

3. Attach **ALL** supporting documents

4. Actual experience shall meet the required minimum experience and qualification

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EF 6. FORMAT OF CV FOR PROPOSED PROFESSIONAL STAFF

EF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm/Entity: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ years, from [mm/dd/yy] to [mm/dd/yy]

Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Trainings/Seminars

[Summarize the trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]

Title/Description	Conducted by	Inclusive Dates		Venue	Involvement*
		From (mm/dd/yy)	To (mm/dd/yy)		
Attach the Applicable Supporting Documents:					

*Such as participant, speaker or trainer

Projects Undertaken/Completed

[Provide outline of projects undertaken using the matrix below]

Title/Description	Client	Position and Description of the Nature of Work/Engagement in the project (whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)	Start Date (mm/dd/yy)	Completion Date (mm/dd/yy)

On-Going Projects

[Provide outline of on-going projects using the matrix below]

Title/Description	Client	Position and Description of the Nature of Work/Engagement in the project (whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)	Start Date (mm/dd/yy)	End Date (mm/dd/yy)

*such as full time, part time, principal/key personnel, consultant, subcontractor, support staff, etc.

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

College/University	Degree/Title Obtained	Inclusive Dates	
		From (mm/dd/yy)	To (mm/dd/yy)

Attach the Applicable Supporting Documents:

Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Society/Commission	Date of Conferment/Registration	License/Professional Number	Validity Date (mm/dd/yy)

Attach the Applicable Supporting Documents:

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Employment	Name of Employing Organization	Position Held (whether full-time, part-time, principal/key team member,	Location of Projects	Relevant Work Experience/Types of Activities Performed

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent

2. Notarized and duly signed by the Key personnel and Authorized Representative

3. Attach **ALL** supporting documents

4. Actual experience shall meet the required minimum experience and qualification

EF 6. FORMAT OF CV FOR PROPOSED PROFESSIONAL STAFF

			consultant, sub-contractor, support staff, etc.)		

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

[Signature of staff member and authorized representative of the firm] Date: _____
Day/Month/Year

Full name of staff member: _____
 Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
 Notary Public for _____ until _____
 Roll of Attorneys No. _____
 PTR No. __, *[date issued]*, *[place issued]*
 IBP No. __, *[date issued]*, *[place issued]*
 Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____.

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent
2. Notarized and duly signed by the Key personnel and Authorized Representative
3. Attach **ALL** supporting documents
4. Actual experience shall meet the required minimum experience and qualification

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EF 7. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED PROFESSIONALS

EF 7. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED PROFESSIONALS

[Letterhead]

[Date]

The Bids and Awards Committee – Consultancy Services
 Bases Conversion and Development Authority
 BCDA Corporate Center, 2/F Bonifacio Technology Center
 31st corner 2nd Avenue, Bonifacio Global City, Taguig City.

Ladies/Gentlemen:

[name of bidder] is issuing this statement in compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Bids and Awards Committee – Consulting Services, that the members of the Project Team below are all Filipino in nationality and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Project Team for the project:

Name	Assignment
	Project Director
	Team Leader/Project Manager
	Deputy Project Manager
	Sr. Architect
	Sr. Structural Engineer
	Sr. Geotechnical/Foundation Engineer
	Sr. Geodetic Engineer
	Sr. Mechanical Engineer
	Sr. Electrical Engineer
	Sr. Drainage/Sanitary Engineer
	Sr. Quantity Surveyor
	Sr. Materials Engineer II
	Sr. Fire and Safety Engineer
	Sr. BIM Specialist

[name of bidder] issues this statement in accordance with Clause 2.1.a.v of the eligibility requirements for the project.

Sincerely,

[Signature over printed name of Authorized Signatory]
 [Title]

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent
2. Duly signed by the Key personnel and Authorized Representative
3. Attach **ALL** supporting documents
4. Actual experience shall meet the required minimum experience and qualification

EF 8. FORMAT OF CV OF THE FIRM

EF 8 FORMAT OF CURRICULUM VITAE (CV) OF THE FIRM/ENTITY

Name of Firm/Entity: _____

Address: _____

No. of Years of Operation: _____ years, from [mm/dd/yy] to [mm/dd/yy]

Years of Professional Experience: _____ years, from [mm/dd/yy] to [mm/dd/yy]

Membership in Professional Experience:

Year	Professional Society

Certification

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe the firm/entity, its qualification and experiences.

Signature over Printed Name of Authorized Representative of the Firm/Entity

Date: _____

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent

2. **All forms should be duly** signed by the Authorized Representative

3. Attach **ALL** supporting documents

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EF 9. STATEMENT OF PROJECT WITH AT LEAST PHP 47 MILLION CONTRACT AMOUNT

EF 9. Statement of Project with at least Php 47 million contract amount for the past 10 years

Project Name & Location	Project Description	Client	Type of Consulting Service	Contract Amount ²	If JV Partner, Contract Amount for Consultant's Involvement (if applicable)	Part of Contract Amount for Consultant's involvement in Construction Management and Supervision (CMS ³) (if applicable)	Date of Contract Award	Contract Period ⁴	Proof of Undertaking ⁵

Certified by:

[Signature over printed name of Authorized Representative]

[Title]

[Name of Bidder]

¹ Indicate Project No. as shown in EF 4. Consultant's References.

² In Philippine Peso.

³ If Consulting services for CMS is just part of the required services of the contract, state how much. For JVAs, state how much is the subcontracted amount allocated for consulting services to this contract, in Philippine Peso.

⁴ State the start and completion dates of the contract.

⁵ Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts.

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent
2. Duly signed by the Authorized Representative
3. Attach **ALL** supporting documents
4. Declared project shall meet the required minimum contract amount

EF 10. CERTIFICATE OF AVAILABILITY OF KEY PERSONNEL

EF 10 CERTIFICATE OF AVAILABILITY OF KEY PERSONNEL

Date

To: Chairperson
Bids and Awards Committee for Consultancy
Bases Conversion and Development Authority

Dear Ma'am:

In compliance with the requirements of BCDA Bids and Awards Committee for Consultancy for the Bidding of the CMS of Construction of Various Structures and Facilities within the 100-Hectare Area at Bataan Technology Park, Morong, Bataan; ("the Project"), we certify that we understand and agree with all the manning requirements set upon by the Section 9 of the Terms of Reference for this project.

We further certify that the following nominated Key Personnel will not be engaged in other projects for the duration of their engagement with this project that is being bid out:

1. Project Director
2. Team Leader/Project Manager -
3. Deputy Project Manager -
4. Sr. Architect -
5. Sr. Structural Engineer -
6. Sr. Geotechnical/Foundation Engineer -
7. Sr. Geodetic Engineer -
8. Sr. Mechanical Engineer -
9. Sr. Electrical Engineer -
10. Sr. Drainage/Sanitary Engineer -
11. Sr. Quantity Surveyor -
12. Sr. Materials Engineer II -
13. Sr. Fire and Safety Engineer -
14. Sr. BIM Specialist

Very truly yours

[Name of Authorized Representative]

[Position]

[Name of Bidder]

Reminders:

1. All data on the form and the supporting documents shall be correct and consistent

2. **All forms should be duly signed by the Authorized Representative**

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FORMAT AND SIGNING OF ELIGIBILITY DOCUMENTS

- Prospective bidders shall prepare an original and copy of the eligibility documents. In the event of any discrepancy between the original and copy, the original shall prevail.
- The Eligibility Documents Submission Form shall be duly signed by the authorized representative of the bidder. Failure to do so shall be a ground for rejection of the eligibility documents.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative of the prospective bidder.

SEALING AND MARKING OF ELIGIBILITY DOCUMENTS

- Bidders shall enclose their Original Eligibility Documents in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. The copy of the Eligibility Documents shall be similarly sealed duly marking the envelope as “COPY - ELIGIBILITY DOCUMENTS”. These envelopes containing the Original and the Copy shall then be enclosed in One Single Envelope.
- **The original and copy of the eligibility documents shall include, but not limited to, all of the required supporting documents.**
- The Original and the Copy of the Eligibility Documents shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative.

SEALING AND MARKING OF ELIGIBILITY DOCUMENTS

- All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to BCDA's BAC specified in the EDS;
 - (d) bear the specific identification of this Project indicated in the EDS; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- Please use Tabs for quick reference of the documents.

REMINDERS

- Bidders may submit their Eligibility Documents a day before the deadline for submission to avoid the possibility of being late for submission.
- The BAC expects the bidders to exercise due diligence in going through the Eligibility Documents to be able to prepare it intelligently.

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PROCUREMENT SCHEDULE – ELIGIBILITY

No.	Activities	Time	Date
1	Advertisement/Posting of Request for Expression of Interest		September 17-24, 2021
2	Issuance of Eligibility Documents		September 17, 2021 – October 08, 2021
3	Pre-Eligibility Conference	1:00 PM	September 24, 2021
4	Request for Clarification (last day)	Until 5:00 PM	September 27, 2021
5	Issuance of Supplemental Bid Bulletin		October 01, 2021
6	Deadline for Submission of Eligibility Documents	12:00 NN	October 08, 2021
7	Opening of Eligibility Documents and Eligibility Check	1:00 PM	October 08, 2021
8	Eligibility Check and Shortlisting		October 08, 2021 to October 09, 2021
9	Notification on the results of eligibility check and shortlisting		October 13, 2021

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For questions/clarifications please send email to:

bacc_sec@bcda.gov.ph

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THANK
YOU!