

**PROCUREMENT OF CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS)
FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS
PHASE 2**

BID BULLETIN NO. 3

This Bid Bulletin clarifies queries raised during Pre-bid Conference and other matters relative to the bidding for the aforementioned project:

1. Queries/Clarifications/Questions by Prospective Bidders

Issues Raised	Clarifications
<u>Pre-bid Conference</u>	
<p>1. May we know the pre-construction timeline for NAS Phase 2? Considering that the duration of the project is about 426 calendar days, how do you divide the pre-construction up to the post construction period?</p> <p>Does the timeline include the approval of the BCDA?</p>	<p>The pre-construction or design stage is three (3) months (inclusive of BCDA's approval) from the date indicated in the Notice to Proceed. After the approval of the design, the winning contractor can start the construction phase. The overall contract duration is 426 days inclusive of the BCDA approval of the design.</p> <p>If the winning contractor for the construction of the National Academy of Sports (Phase 2) finishes the construction earlier than 426 days, the period for the post construction shall commence right away.</p>
<p>2. During the CMS stage, who will provide the work space of the consultant?</p>	<p>There is an existing temporary facility located on the NAS site. The BCDA and CMS consultant shall share this work space.</p>
<p>3. For the financial statement/proposal, what form should be submitted as a supporting document for the financial proposal?</p>	<p>We only require bidders to fill out the Forms (FPF 1 and FPF 2). No supporting documents are required during the bid submission stage.</p> <p>However, during post qualification, BCDA will ask bidders for the supporting documents to prove the</p>

	<p>veracity of the submitted technical and financial proposals.</p>
<p>4. Do we need to submit two (2) certificates, that is 1) secretary's certificate authorizing a company's representative to sign bidding documents on behalf of the company; and 2) omnibus sworn statement?</p>	<p>Yes. Bidders must submit the following: 1) A secretary's certificate containing the authority of the bidders' authorized representative to sign the bid submissions of the bidder; and 2) A secretary's certificate containing the authority of the bidders' authorized representative to execute and sign the omnibus sworn statement.</p> <p>The bidder may opt to authorize one (1) person to sign for both the bid submissions and the omnibus sworn statement, provided such authority is clearly stated in the secretary's certificate.</p>
<p>5. Can we edit the CVs submitted during the pre-eligibility?</p>	<p>Yes, the CVs can be updated on the qualifications, training, and experiences of the Key Personnel. However, take note of Section 33.3 of 2016 RIRR of RA 9184 which provides that <i>"There should be no replacement of key personnel before the awarding of contract, except for justifiable reasons as may be determined by the BAC, such as illness, death, or resignation provided it is duly supported by relevant certificates, or any delay caused by the Procuring Entity XXX."</i></p> <p><i>The CV should be duly signed by the concerned Key Personnel and Authorized Representative and MUST BE notarized.</i></p>
<p>6. Can you please clarify the required TPF 2? Item 10.2 (c1) of the Bidding Documents?</p>	<p>The TPF 2 (CONSULTANT'S REFERENCES) is a form to be submitted by the bidders to show relevant services carried out in the last five years.</p>

	With this required form, bidders should provide a brief description of their organization.
7. What form/s should be used to list the ongoing and completed projects, and/or the experience of the consultant for the past five (5) years?	The TPF 2 (CONSULTANT'S REFERENCES) form should be used by bidders for the list of the ongoing and completed projects, and/or the experience of the consultant for the past five (5) years.
CLARIFICATION:	
1. What are the Bidding Forms to be used for the Submission of Bid Documents?	Please refer to Annex A.
2. Bidding Schedule	Please refer to Annex B.

For clarity, please refer to the complete bidding forms attached hereto as **Annex A**, required for the submission of technical and financial proposals. Moreover, we reiterate the slight changes in the bidding schedule (**see Annex B**) for guidance and information.

Amendments made herein shall be considered an integral part of the Bidding Documents.

Issued on 20 September 2023.



RICHARD BRIAN M. CEPE

Chairperson, Special Bids and Awards for National Academy of Sports



SBAC - National Academy for Sports, Phase 2



Annex A

Section VII. Bidding Forms

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

[Date]

Bases Conversion and Development Authority
2/F Bonifacio Technology Center
31st St., corner 2nd Avenue, Bonifacio Global City.

Ladies/Gentlemen:

We, the undersigned, offer to provide the *Consulting Services for the Construction Management and Supervision for the Design and Build of the National Academy of Sports (NAS) - Phase 2 at New Clark City* in accordance with your Bidding Documents dated [insert date] and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

In accordance with **ITB** Clause 21.1, we confirm that the information contained in the eligibility documents submitted earlier together with the Expression of Interest remain correct as of the date of bid submission.

If negotiations are held during the period of bid validity, *i.e.*, before *120 calendar days from the opening of bids*, we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with **GCC** Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

We remain,

Yours sincerely,

Signature of the Authorized Representative of the Firm/JV/Consortium:

Name and Title of Signatory:

Name of Firm/Entity:

Address:

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 2023

TPF 2. CONSULTANT’S REFERENCES

Relevant Services Carried Out in the Last Five (5) Years That Best Illustrate Qualifications

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

Using the format below, provide information on each project 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]*

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, if any:		Nº 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 <i>(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.)</i> provided by Your Firm and Your Staff <i>(whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)</i> . Please list down all your staff members involved in each project for which bidder was contracted.		
Proof of Undertaking (Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts and Notice of Award, Notice to Proceed or signed contracts for on-going contracts and for contracts awarded but not yet started.)		

Consultant’s Name [Firm/Entity/JV/Consortium]: _____

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]

[Title]

Date: _____

TPF 3. COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Procuring Entity:

- 1.
- 2.
- 3.
- 4.
- 5.

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]

[Title]

Date: _____

TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

- I. Background (Understanding of the Requirements of the Project)
- II. Objectives
- III. Observations of the Site
- IV. Roles/Functions of CMS
 - a. During Pre Construction Stage
 - b. During Construction Stage
 - c. During Post construction Stage
- V. Detailed Scope of Work
 - a. Project Management Support
 - b. Construction Supervision Stage
 - c. Reports and Documents
- VI. Project Organization
 - a. Detailed Organizational Chart
 - b. Deployment Schedule
 - c. Duties and Responsibilities of the Deployed Personnel
- VII. Work Plan
 - a. Work Plan and Submission of Deliverables
 - b. Schedule of Activities
- VIII. General Plan of Approach and Methodology
 - a. Quality Control and Assurance
 - b. Project Scope Management
 - c. Project Schedule Management
 - d. Project Cost Management
 - e. Human Resource Management
 - f. Project Risk Management, Health, Safety and Environment Management
 - g. Project Traffic Management Plan
 - h. Project Documentation and Flow of Communication Management
 - i. Processing of Claims of the Contractor
- IX. Modern Approach and Innovations (Software/Applications)
- X. Transfer of Knowledge
- XI. Conclusion

*[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium
(in case of JV/Consortium)]*

[Title]

Date: _____

TPF 5. TEAM COMPOSITION AND TASK

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

1. Key Staff		
Name	Position	Task
	Project Manager	
	Sr. Structural Engineer	
	Sr. Geodetic Engineer	
	Sr. Mechanical Engineer	
	Sr, Electrical Engineer	
	Sr. Quantity Surveyor	
	Sr. Materials Engineer	
	Building Information Modeling (BIM) Specialist	

2. Support Staff		
Name	Position	Task
	Architect	
	QA/QC Inspector	
	Quantity Surveyor	
	Field/Site Engineer	
	Document Specialist/Administrative Officer	
	Utility Personnel	

3. Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and other parties or stakeholders.

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]

[Title]

Date: _____

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

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

Proposed Position: _____

Name of Firm/Entity/JV/Consortium: _____

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: _____

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:

* Complete the details of the inclusive dates (month, day, and year)

Memberships in Professional Regulatory Body

[Give an outline of all memberships in PRC using the matrix below]

Name of Profession	Name of Professional Regulatory Body <i>(please do not abbreviate)</i>	Date of Registration (MM/DD/YYYY)	License/Registration Number	Validity Date (MM/DD/YYYY)

* Complete the details of the inclusive dates (month, day and year)

Memberships in Professional Societies

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

Name of Society/Commission	Date of Conferment/ Registration (MM/DD/YYYY)	License/Professional Number	Validity Date (MM/DD/YYYY)

* Complete the details of the inclusive dates (month, day, and year)

Trainings/Seminars

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

Title/Description	Conducted by	Inclusive Dates*		No. of Hour/s	Venue	Involvement (Such as participant, speaker or trainer)
		From (MM/DD/YYYY)	To (MM/DD/YYYY)			
Trainings relevant to the nominated position						
(latest/most recent)						
(previous)						

* Complete the details of the inclusive dates (month, day, and year)

Projects Undertaken/Completed

[Provide outline of projects undertaken using the matrix below]

Title/Description	Type of Project/Contract (Detailed Architectural and Engg Design, CMS, Construction, etc.)	Client	Position and Description of the Nature of Work/ Engagement in the project (whether full-time, part-time, principal/key team member, consultant, subcontractor, support staff, etc.)	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
Detailed Architectural and Engineering Design (DAED)					
(latest/most recent)					
(previous)					
Construction Management and Supervision (CMS)					
(latest/most recent)					
(previous)					
Construction / Civil Works					
(latest/most recent)					
(previous)					
Other types of project/contract (please specify)					

(latest/most recent)					
(previous)					

*Rank from previous to latest/most recent project

* Complete the details of the inclusive dates (month, day, and year)

On-Going Projects

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

Title/Description	Client	Project Contract Amount	Position	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
(latest/most recent)					
(previous)					
Attach supporting documents such as NOA, NTP, signed contract, bidding documents or etc.					

*Rank from previous to latest/most recent on-going project

* Complete the details of the inclusive dates (month, day, and year)

Languages

[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

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	Office Address of the Employer/ Employing Organization	Position Held (whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)	Location of Projects	Relevant Work Experience/ Types of Activities Performed
From (mm/dd/yy)	To (mm/dd/yy)					
(latest/most recent)						
(previous)						

*Rank from previous to latest/most recent employment

* Complete the details of the inclusive dates (month, day, and year)

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.

_____ Date: _____
[Signature over printed name of nominated key staff]

_____ Date: _____
[Signature over printed name of authorized representative of the firm/entity/Joint Venture/Consortium in case of JV/Consortium)]

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 _____.

TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

Name	Position	Reports Due/Activities	Man-Months														No. of Months
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	
I. Key Staff																	
1.	Project Manager																
2.	Sr. Structural Engineer																
3.	Sr. Geodetic Engineer																
4.	Sr. Mechanical Engineer																
5.	Sr. Electrical Engineer																
6.	Sr. Quantity Surveyor																
7.	Sr. Materials Engineer																
8.	BIM Specialist																

Full-time: _____ Part-time: _____
 Reports Due: _____
 Activities Duration: _____
 Location: _____

Signature: _____
 (Authorized representative of the Firm/JV/Consortium)
 Full Name: _____
 Title: _____
 Address: _____

TPF 8. ACTIVITY (WORK) SCHEDULE

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY														
A. Field Investigation and Study Items														
	<i>[1st, 2nd, etc. are months from the start of the project.]</i>													
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th
Activity (Work)														

B. Completion and Submission of Reports	
Reports	Date
1. Weekly Accomplishment Reports	
2. Monthly Accomplishment Reports	
3. Draft Report	
4. Final Report	
5. Terminal Report	

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]

[Title]

Date: _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for Consulting Services for the Construction Management and Supervision (CMS) of the Design and Build of the National Academy of Sports (NAS) – Phase 2 at New Clark City of the Bases Conversion and Development Authority, as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for Consulting Services for the Construction Management and Supervision (CMS) of the Design and Build of the National Academy of Sports (NAS) – Phase 2 at New Clark City of the Bases Conversion and Development Authority, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements 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 the Appendix 17 of the Revised IRR of RA9184.

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount,

fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

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 ____.

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

To: Bases Conversion and Development Authority

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

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 ____.

FINANCIAL PROPOSAL FORMS

Notes for Consultants

The following summarizes the content of the Financial Proposal.

Cover Letter

Use FPF 1. Financial Proposal Submission Form, which is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Consultants have:

- (a) followed the applicable rules and guidelines indicated in this ITB;
- (b) not taken any action which is or constitutes a corrupt, fraudulent, or coercive practice as defined in the applicable rules and guidelines; and
- (c) agrees to allow the Procuring Entity and the Funding Source, at their option, to inspect and audit all accounts, documents, and records relating to the its Bid and to the performance of the ensuing contract.

Costs of Consulting Services

Use FPF 2. Summary of Costs; FPF 3. Breakdown of Price per Activity; FPF 4. Breakdown of Remuneration per Activity; and FPF 6. Miscellaneous Expenses.

FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

[Date]

Bases Conversion and Development Authority
2/F Bonifacio Technology Center
31st St., corner 2nd Avenue, Bonifacio Global City.

Ladies/Gentlemen:

We, the undersigned, offer to provide the **Consulting Services for the Construction Management and Supervision (CMS) for the Design and Build of the National Academy of Sports (NAS) – Phase 2 at New Clark City** in accordance with your Bidding Documents dated [insert date] and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [amount in words and figures]. This amount is exclusive of the local taxes, which we have estimated at [amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, [Date].

In accordance with GCC Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,

Signature of the Authorized Representative of the Firm/JV/Consortium:

Name and Title of Signatory:

Name of Firm/entity:

Address:

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 2023

FPF 2. SUMMARY OF COSTS

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

Costs	Currency(ies) ¹	Amount in Philippine Peso
Remuneration		
Miscellaneous		
Subtotal		
Local Taxes		_____
Total Amount of Financial Proposal		

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]

[Title]

Date: _____

¹ In cases of contracts involving foreign consultants, indicate the exchange rate used.

FPF 3. BREAKDOWN OF PRICE PER ACTIVITY

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

Activity No.: _____	Activity No.: _____	Description: _____
Price Component	Currency(ies) ²	Amount in Philippine Peso
Remuneration		
Miscellaneous Expenses		
Subtotal		_____

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]

[Title]

Date: _____

² In cases of contracts involving foreign consultants, indicate the exchange rate used.

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

Activity No. _____			Name: _____	
Names	Position	Input	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]

[Title]

Date: _____

FPF 6. MISCELLANEOUS EXPENSES

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

Activity No. _____		Activity Name: _____			
No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs between _____ and _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: vehicles, computers, etc.				
3.	Software				
4.	Grand Total				_____

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]

[Title]

Date: _____

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND
SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL
ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

CONTRACT AGREEMENT

THIS AGREEMENT, made this [insert date] day of [insert month], [insert year] between BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) with principal office at BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Crescent Park West, Bonifacio Global City, Taguig, Metro Manila, Philippines (hereinafter called the "Entity") and [name and address of Consultant] (hereinafter called the "Consultant").

WHEREAS, the Entity is desirous that the Consultant execute the Consulting Services for the Construction Management and Supervision (CMS) for the Design and Build of the National Academy of Sports (NAS) – Phase 2 at New Clark City (hereinafter called "the Works") and the Entity has accepted the bid for [insert the amount in specified currency in numbers and words] by the Consultant for the execution and completion of such Consulting Services and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
 - (a) General and Special Conditions of Contract;
 - (b) Terms of Reference
 - (c) Request for Expression of Interest;
 - (d) Instructions to Bidders;
 - (e) Bid Data Sheet;
 - (f) Addenda and/or Supplemental/Bid Bulletins, if any;
 - (g) Bid forms, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents/statements submitted (e.g., bidder's response to request for clarifications on the bid), including connections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - (h) Eligibility requirements, documents and/or statements;
 - (i) Performance Security;
 - (j) Notice of Award of Contract and the Bidder's conforme thereto;
 - (k) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Entity to execute and complete the Consulting Services and remedy any defects therein in conformity with the provisions of this Contract in all respects.

4. The Entity hereby covenants to pay the Consultant in consideration of the execution and completion of the Consulting Services, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof, the parties have caused this Agreement to be executed the day and year first before written.

Binding Signature of Procuring Entity

Binding Signature of Consultant

[Addendum showing the corrections, if any, made during the bid evaluation should be attached with this agreement]

SECRETARY'S CERTIFICATE FORMAT

(where applicable)

Republic of the Philippines)
Taguig City) SS.

I, _____, of legal age, being the Corporate Secretary of the _____, with office address at the _____, do hereby certify that on the occasion of the Board Meeting held on _____, with a quorum being present, the Board of Directors, upon motion duly seconded, unanimously approved the following resolution:

A. Resolution No. _____

Resolved, as it is hereby resolved, that the corporation shall enter into a Joint Venture with _____, the purpose of which is to participate in the **Consulting Services for the Construction Management and Supervision for the Design and Build of the National Academy of Sports (NAS) - Phase 2 at New Clark City** being conducted by Bases Conversion and Development Authority.

Resolved, further, that for this purpose, _____ hereby authorizes _____, _____ to represent the corporation on the said Joint Venture and to sign on all agreements in relation thereto, cause the submission of documents in support thereof, and to sign for and in behalf of the Corporation, such as authority/authorities/Power of Attorney in favor of whoever may be designated by the joint venture as the latter's official representative/Attorney-in-fact for purposes of the said bidding.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____.

Corporate Secretary

SUBSCRIBED AND SWORN to before me this _____ at _____, Philippines, by _____ who exhibited to me her _____, issued at the _____ on _____ and valid until _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2023

SPECIAL POWER OF ATTORNEY FORMAT

(where applicable)

I, _____, of legal age, (civil status), (citizenship), and residing _____ after having duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor/owner/authorized representative of firm/entity/partnership of _____, with office address at _____, having full power and authority to appoint a representative who will sign the joint venture agreement with _____, the purpose of which is to participate in the **Consulting Services for the Construction Management and Supervision for the Design and Build of the National Academy of Sports (NAS) - Phase 2 at New Clark City** being conducted by the Bases Conversion and Development Authority.

2. I hereby make, constitute and appoint _____, as the true and lawful attorney, for it and its name, place and stead, to represent _____ on the said Joint Venture and to sign on all agreements in relation thereto, cause the submission of documents in support thereof, and to sign for and in behalf of _____, such as authority/authorities/Power of Attorney in favor of whoever may be designated by the joint venture as the latter's official representative/Attorney-in-fact for purposes of the said bidding.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____.

Name and signature of Owner/Authorized Representative
of Owner/Firm/Entity/Partnership

Name and signature of
Authorized Representative

SUBSCRIBED AND SWORN to before me this _____ at _____, Philippines, by _____ who exhibited to me her _____, issued at the _____ on _____ and valid until _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2023

BASES CONVERSION AND DEVELOPMENT AUTHORITY

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

CHECKLIST AND TABBING OF TECHNICAL PROPOSAL

Tab #	Form No.	Description	Duly Signed by the Authorized Representative	Duly Notarized
1	TPF 1	Technical Proposal Submission Form	✓	✓
2	-	Bid Securing Declaration Form	✓	✓
3	TPF 2	Consultant's References	✓	
4	TPF3	Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity	✓	
5	TPF4	Description of Methodology and Work Plan for Performing the Project	✓	
6	TPF5	Team Composition and Task	✓	
7		Format of Curriculum Vitae (CV) for Proposed Professional Staff	✓	✓
7.a	TPF6	Project Manager	✓	✓
7.b		Sr. Structural Engineer	✓	✓
7.c		Sr. Geodetic Engineer	✓	✓
7.d		Sr. Mechanical Engineer	✓	✓
7.e		Sr. Electrical Engineer	✓	✓
7.f		Sr. Quantity Surveyor	✓	✓
7.g		Sr. Materials Engineer	✓	✓
7.h		BIM Specialist	✓	✓
8	TPF7	Time Schedule for Professional Personnel	✓	
9	TPF8	Activity (Work) Schedule	✓	
10	-	Omnibus Sworn Statement	✓	✓
11	-	Secretary's Certificate / Special Power of Attorney	✓	✓

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

BASES CONVERSION AND DEVELOPMENT AUTHORITY

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

CHECKLIST AND TABBING OF FINANCIAL PROPOSAL

Tab #	Form No.	Description	Duly Signed by the Authorized Representative	Duly Notarized
1	FPF 1	Financial Proposal Submission Form	✓	✓
2	FPF 2	Summary of Costs	✓	
3	FPF 3	Breakdown of Price per Activity	✓	
4	FPF4	Breakdown of Remuneration per Activity	✓	
5	FPF6	Miscellaneous Expenses	✓	

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.



Annex B

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) - PHASE 2 AT NEW CLARK CITY

PROCUREMENT SCHEDULE

NO.	ACTIVITIES	TIME	DATE	
			START	END
STAGE 1				
1	Pre-Procurement Conference (done)	10:00 AM	Friday, July 14, 2023	
2	Advertisement/Posting of REI		Wednesday, July 26, 2023	
3	Issuance of Eligibility Documents	8:00 AM - 5:00 PM	Wednesday, July 26, 2023	Monday, August 21, 2023
		8:00 AM - 12:00 NN	Tuesday, August 22, 2023	
4	Pre-Eligibility Conference	02:30 PM	Tuesday, August 08, 2023	
5	Deadline for Requests for Clarification	05:00 PM	Saturday, August 12, 2023	
6	Issuance of Bid Bulletin in response to the Clarifications		Tuesday, August 15, 2023	
7	Deadline for Submission of Eligibility Documents	12:00 NN	Tuesday, August 22, 2023	
8	Opening of Eligibility Documents & Eligibility Check	01:30 PM	Tuesday, August 22, 2023	
9	Evaluation & Shortlisting		Wednesday, August 23, 2023	Wednesday, August 30, 2023
10	Deliberation of the results of Evaluation and Shortlisting/Issuance of BAC Resolution recommending shortlisted bidders		Friday, September 01, 2023	
11	Approval of Shortlisted Consultants		Thursday, September 07, 2023	
12	Notification on Results of Eligibility Check & Shortlisting		Friday, September 08, 2023	
STAGE 2				
1	Issuance of Bidding Documents to Shortlisted Consultants	8:00 AM - 5:00 PM	Friday, September 08, 2023	Thursday, September 28, 2023
		8:00 AM - 12:00 PM	Friday, September 15, 2023	
2	Pre-Bid Conference	10:00 AM	Friday, September 15, 2023	
3	Deadline for Request for Clarification	05:00 PM	Sunday, September 17, 2023	
4	Issuance of Bid Bulletin		Wednesday, September 20, 2023	
5	Deadline for Submission of Technical and Financial Proposals	12:00 PM	Wednesday, September 27, 2023	
6	Opening & Preliminary Examination of Technical Proposals	01:30 PM	Wednesday, September 27, 2023	
7	Evaluation of Technical Proposals		Thursday, September 28, 2023	Wednesday, October 04, 2023
8	Deliberation of Results of Technical Proposals Evaluation		Monday, October 09, 2023	
9	Notification & Invitation for Opening of Financial Proposals		Thursday, October 12, 2023	
10	Opening of Financial Proposals	10:00 AM	Friday, October 13, 2023	
11	Evaluation of Financial Proposals		Saturday, October 14, 2023	Tuesday, October 17, 2023
12	Determination of Highest/Single Rated Bid (HRB/SRB) & Issuance of BAC Resolution recommending HRB/SRB	10:00 AM	Wednesday, October 18, 2023	
13	Approval of HRB/SRB by HoPE		Friday, October 20, 2023	
14	Notification of HRB/SRB on Negotiation		Friday, October 20, 2023	
15	Negotiation	10:00 AM	Monday, October 23, 2023	
16	Post-Qualification		Tuesday, October 24, 2023	Tuesday, October 31, 2023
17	Deliberation of Post-Qualification Results & Issuance of BAC Resolution recommending HRRB/SRRB	10:00 AM	Friday, November 03, 2023	
18	Issuance of Notification to Losing Bidders		Friday, November 03, 2023	
19	Approval of HRRB/SRRB by HoPE and Issuance of Notice of Award (NOA)		Tuesday, November 07, 2023	
20	Contract Signing & Posting of Performance Security		Wednesday, November 08, 2023	Friday, November 17, 2023
21	Issuance of Notice to Proceed (NTP)		Friday, November 24, 2023	

**Subject to change*