



REPUBLIC OF THE PHILIPPINES

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

BID BULLETIN No. 1

CONSULTANCY SERVICES FOR THE PRODUCTION OF AVPs ON THE UPDATED PHILIPPINE DEVELOPMENT PLAN (PDP) AND THE UPDATED NEDA STORY

TO : ALL PRE-SELECTED BIDDERS

Hereunder are the clarifications on the above procurement:

Particulars	Clarification/Amendment
a. Bid Proposal Submission	
i. List of eligibility documents	Attached as Annex A is the list of requisite eligibility documents for submission to the NEDA Bids and Awards Committee for Consulting Services (NBAC-CS). Note that bidders are required to submit only those documents that have not been submitted in December 2014 or those documents which validity may have expired in 2014 (e.g., Mayor's Permit).
ii. Company Profile/Curriculum Vitae (CV)	Bidders are allowed to submit their Updated Company Profile/CVs as they deem necessary. If the profile/CVs submitted previously are deemed adequate and valid, bidders should indicate the same in the letter of expression of interest, provided that if this is not indicated in the letter of expression of interest and no updated company profile/CVs are submitted, then the NBAC-CS Secretariat shall use the company's previous submissions in December 2014.
iii. Pre-production Proposal and Financial Proposal	Note that the pre-production (as part of the technical proposal) and financial proposals should be in separate envelopes (see Annex B for the contents of each envelope). Relatedly, the company may submit the same proposals as submitted in December 2014 or updated proposals.
b. Payment of Participation Fee	Bidders who previously paid the participation fee of PhP 1,000 in December 2014 are not required to pay the same for this next round of procurement.

Issued on 17 March 2015, Pasig City.


RUBEN S. REINOSO, JR.
Assistant Director-General and
As Chairperson, NBAC

ANNEX A: Eligibility Requirements

For purposes of determining the eligibility of bidders, the following documents shall be submitted using the forms prescribed in the Bidding Documents:

a) Class "A" Documents

Legal Documents

- i. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- ii. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
- iii. Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Documents

- iv. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the past four (4) years (as provided in the Bidding Documents). The statement shall include all the following information:
 - (a) the name and location of the contract;
 - (b) date of award of the contract;
 - (c) type and brief description of consulting services;
 - (d) consultant's role (whether main consultant, subcontractor, or partner in a JV)
 - (e) amount of contract;
 - (f) contract duration; and
 - (g) certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract; and
- v. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae.

Financial Document

- vi. 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" Documents

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 legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

ANNEX B: Components of Bid Proposal

1. Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously.
2. The first envelope shall contain the following technical information/documents
 - a) Eligibility documents enumerated in the attached Annex A. *(if updating/renewal of validity of any previously submitted eligibility documents is necessary or if any previous submission was deficient).*
 - b) Bid security in the form of:
 - i. a bank draft/guarantee or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
 - ii. a surety bond accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument.
 - c) Information indicated in the paragraphs below must be provided by the Consultant and each partner and/or subcontractor, if any, following the formats described in Section IV Terms of Reference of the Bid Docs:
 - i. A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subcontractor on projects of a similar and related nature as required in form TPF 2. Consultant's Reference. For each project, the outline should indicate *inter alia*, the project, contract amount and the Consultant's involvement. Information should be provided only for those projects for which the Consultant was legally contracted by itself or as one of the major participating consultants within an association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners and/or subcontractors, but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.
 - ii. A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR.
 - iii. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.

- iv. A Time Schedule for Professional Personnel indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
 - v. An organization chart indicating relationships amongst the Consultant and any partner and/or subcontractor, the Procuring Entity, the Funding Source and the GOP, and other parties or stakeholders, if any, involved in the project.
 - vi. Comments, if any, on the TOR to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the Project. In this regard, unless the Consultant clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule.
 - vii. A list of facilities requested by the Consultant to be provided by the Procuring Entity in addition to those shown on the Data Sheet that may include support facilities such as: counterpart staff, office space, local transportation, equipment, domestic administrative support, etc. that would be needed to carry out the project.
 - viii. The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in the Bidding Documents.
 - ix. Only one CV for each consultant involved in the Project may be submitted for each position.
 - x. The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract.
- d) Sworn statement in accordance with Section 25.2(b)(iv) of the IRR of RA 9184 and using the form prescribed in the Bidding Forms.
3. The second envelope shall contain the financial proposal, which must be submitted in hard copy using the format prescribed in the Bidding Documents.