

1. Pre-Bid Conference		
Agenda	Highlight/Discussion	Agreements Reached/Recommendations
Consulting Services for the Formulation of a Master Plan for the Sustainable Urban Infrastructure Development in Metropolitan Cagayan de Oro	<p>1. The Chairperson acknowledged the presence of the end-user representatives from the NEDA Infrastructure Staff who attended the pre-bid conference, namely:</p> <ul style="list-style-type: none"> <li>i. Ms. Christine Danao; and</li> <li>ii. Mr. Art Reagan Jarin</li> </ul> <p>He also acknowledged the end-user and TWG representatives from the NEDA Regional Office (NRO) X, who attended the pre-bid conference via video conference namely:</p> <ul style="list-style-type: none"> <li>i. Engr. Jaime H. Pacampara</li> <li>ii. Ms. Al'Gemregy B. Cuerquez, and</li> <li>iii. Mr. Rodolfo T. Serrano, Jr.</li> </ul> <p>Following are the authorized lead representatives from each of the shortlisted consultants who attended the pre-bid conference, namely:</p> <ul style="list-style-type: none"> <li>i. Ms. Dolores Susi from Certeza Infosys Corporation (CIC);</li> <li>ii. Ms. Blesida Rose Birosel from the JV of UP PLANADES Tractebel &amp; CEST;</li> <li>iii. Ms. Remy Esteban from the JV of OIDCI &amp; EDCOP accompanied by Mr. Lemuel Nidea; and</li> <li>iv. Ms. Kristine Rancho from the JV of CPMRCI &amp; TTPI accompanied by Ms. Ms. Julianne Nicole Velasco.</li> </ul> <p>The following representatives from CEST, Inc. who came in the middle of the pre-bid conference also attended the same, namely</p> <ul style="list-style-type: none"> <li>i. Mr. Jepthy Albuera – JV of UP PLANADES, Tractebel &amp; CEST</li> </ul>	The Secretariat was instructed to draft bid bulletin for clarifications raised in the pre-bid conference.

	<p>ii. Mr. Lorenzo Valenton – JV of UP PLANADES, Tractebel &amp; CEST; and</p> <p>2. Clarifications raised by the bidders focused mainly on the Terms of Reference (TOR), as follows:</p> <p>i. <u>TOR, page 105, 5.2. Deputy Team Leader/Land Use Planner</u></p> <p>Ms. Susi from CIC asked if their firm will be allowed to transfer the Deputy Team Leader (DTL) to the roles of other experts.</p> <p>Ms. Danao, as End-User said that NEDA will allow the DTL to perform the role of the other experts as long as there is a separate Land Use Planner that forms part of the team, e.g., Deputy Team Leader/Institutional Development Specialist, etc.</p> <p>Ms. Birosel from UP PLANADES clarified if they can have a separate position for the DTL and a separate expert as Land Use Planner.</p> <p>The End User informed the NBAC-CS that they intend to have a Land Use Planner in the team and the DTL is just a secondary role of the said expert. The NBAC-CS clarified with the bidders that item 5.2 of the TOR is intended for the Land Use Planner who will also secondarily be a DTL. Though, the NEDA intends for the Land Use Planner to also be the DTL, this is for purposes of convenience wherein the Team Leader can delegate the management of the Team, if deemed required.</p> <p>ii. <u>TOR, Qualifications of the Experts related to their Bachelor's and Master's Degree</u></p> <p>The bidders raised clarification if the experts Bachelor's Degree and the Master's Degree could be interchangeable. Say, if their nominated expert is not a bachelor's degree</p>	
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	<p>holder of what is exactly specified in the TOR but has a Master's Degree in exact or related to the requirement, will it be accepted by the NEDA?</p> <p>The End User said that what is specified in the TOR is the minimum requirement. The query of the bidder on the degree not exactly of what is required in the TOR will come under the related technical discipline.</p> <p>To be clarified, the Chairperson said that the degree or the specialization can either be in the Bachelor's, Master's or even PhD, as long as these fields are specifically the expertise of the nominated personnel. The degree can be interchangeable but the field must be maintained.</p> <p><i>iii. <u>Proposal for additional experts/positions</u></i></p> <p>Ms. Birosel asked if they can propose additional position without cost implication.</p> <p>The Chairperson said that if they want to propose additional positions, the bidders should work within the proposed budget for the project.</p> <p>The End User refer the bidders to page 112 of the TOR wherein it is stated that <b><i>"The Consulting Firm may also hire, as it deems necessary and at its own expense, additional experts to ensure the quality and timely delivery of the scope of work of the consultancy service"</i></b>.</p> <p>The Chairperson said that if the bidders intend to modify the terms of reference, they are requested to submit their clarification in writing so that NEDA could respond to it accordingly. The NEDA would want to understand the bidder's approach in additional experts, so that NEDA could appreciate any variation in the submissions.</p> <p><i>iv. <u>Nomination of experts</u></i></p>	
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	<p>Ms. Birosel asked, except for the team leader, if they can nominate some of the experts in this project which they also intend to nominate to other NEDA projects.</p> <p>The End-User said that bidders may nominate same experts to this project which they intend to nominate to other NEDA projects. The Chairperson said that it is possible for the bidders to nominate the same person for different projects under same expertise as required, though the NEDA has to evaluate the proposed assignment. The bidders need to submit their proposals to the NEDA.</p> <p>v. <u>TOR, page 105, 5.13 GIS and Database Specialist</u></p> <p>Still on the splitting of the position in the TOR, Ms. Esteban from OIDCI noted that the GIS and Database Specialist is lumped into one position. OIDCI thought that these are two different expertise. Ms. Esteban asked if it is possible to separate and nominate consultant for each expertise.</p> <p>The End User said in response that the NEDA will study the bidder's proposal. The Chairperson also said that bidders are free to work on their proposal based on their intended mobilization plan for the project. He reminded the proponents that the NEDA will evaluate their technical and financial proposals, and if the submission is difficult to evaluate based on the approved criteria, there would be an adverse consequence to that effect. The NEDA is not restrictive on how the bidders would employ their resources in order to possibly secure the contract. However, the Chairperson said that the criteria shall be applied equally to all the proponents of this procurement.</p> <p>vi. <u>Secretariat Reminders</u></p> <p>Having no other points for clarifications on the side of the bidders, from NEDA-IS, NRO X and from the NBAC-CS, the</p>	
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	<p>Secretariat discussed with the bidders the following reminders:</p> <ul style="list-style-type: none"> <li>• Indicate <b><u>actual man-months</u></b> for experience and <b><u>actual man-hours or man-days</u></b> for training of nominated experts</li> <li>• Bid Security may be in any of the following:             <ol style="list-style-type: none"> <li>1. <b><u>Bid Securing Declaration</u></b> – should be notarized with government-issued ID (<i>Note: CTC is no longer accepted as a competent evidence of identity</i>); or</li> <li>2. <b><u>Cash, cashier's/manager's check, bank draft/guarantee/irrevocable letter of credit</u></b> – 2% of ABC; or</li> <li>3. <b><u>Surety Bond</u></b> – 5% of ABC</li> </ol> </li> <li>• Use <b><u>up to date forms</u></b> (<i>follow the format of the forms included in the bidding documents</i>) and ensure that these are properly notarized (e.g. CV of nominated experts, Omnibus Sworn Statement, Bid Securing Declaration)</li> <li>• Remuneration should include <b><u>12% VAT</u></b></li> <li>• Deadline for additional queries and requests for clarification is <b><u>10 calendar days</u></b> before the deadline for submission of proposals which is on <b>September 8, 2018</b>. The NBAC-CS <b><u>may respond</u></b> through bid bulletin on <b>September 11, 2018</b> or not later than <b><u>7 calendar days</u></b> before the deadline for submission of proposals.</li> <li>• Deadline for submission of proposals – Observe timeliness; <b><u>1 minute late is strictly considered LATE.</u></b></li> </ul>	
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	<ol style="list-style-type: none"> <li>4. The Chairperson informed the NRO X attendees that they will be given through email a copy of the bid bulletin and the “Reminders to the Bidders”.</li> <li>5. Dir. Pineda reminded the bidders that the bid amount is already inclusive of all local taxes, fees and charges. Also the VAT will apply only to the remuneration, and the net amount will be divided into the creditable income withholding tax.</li> <li>6. Having no other matters to discuss, the Chairperson thanked the bidder’s representatives from the four (4) shortlisted proponents. He also thanked the end-user’s representatives from the NEDA-IS and from the NRO X.</li> </ol>	
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