



REPUBLIC OF THE PHILIPPINES

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

BID BULLETIN NO. 04

PROCUREMENT OF CONSULTING SERVICES FOR THE FORMULATION OF A MASTER PLAN FOR THE SUSTAINABLE URBAN INFRASTRUCTURE DEVELOPMENT IN CALAPAN CITY

TO : ALL SHORTLISTED CONSULTANTS

Hereunder are the clarifications raised during the Pre-Proposal/Bid Conference conducted on 19 October 2018 for above procurement:

Particulars	Clarification/Amendment																										
1. Section 25.3, Bid Data Sheet (<i>Numerical Weights and Technical Score</i>)	As provided in Annex C of the Terms of Reference (TOR), the Criteria for Evaluation of Technical Proposals shall be as follows: <table border="1"> <thead> <tr> <th>Criteria</th><th>Score</th></tr> </thead> <tbody> <tr> <td>I. Qualification of Personnel To Be Assigned to the Study</td><td>50</td></tr> <tr> <td>A. Education</td><td></td></tr> <tr> <td>B. Related Trainings Acquired</td><td></td></tr> <tr> <td>C. Related Experience</td><td></td></tr> <tr> <td>1. Years of Experience</td><td></td></tr> <tr> <td>2. Cumulative Years of Similar Experience</td><td></td></tr> <tr> <td>3. Cumulative Years of Relevant Experience</td><td></td></tr> <tr> <td>D. Cumulative Man-Months of Similar Contracts and/or Position/Function-specific Experience</td><td></td></tr> <tr> <td>II. Plan of Approach and Methodology</td><td>40</td></tr> <tr> <td>A. Substance of the Proposal</td><td></td></tr> <tr> <td>B. Completeness of the Proposal</td><td></td></tr> <tr> <td>C. Clarity of Methods and Approaches</td><td></td></tr> </tbody> </table>	Criteria	Score	I. Qualification of Personnel To Be Assigned to the Study	50	A. Education		B. Related Trainings Acquired		C. Related Experience		1. Years of Experience		2. Cumulative Years of Similar Experience		3. Cumulative Years of Relevant Experience		D. Cumulative Man-Months of Similar Contracts and/or Position/Function-specific Experience		II. Plan of Approach and Methodology	40	A. Substance of the Proposal		B. Completeness of the Proposal		C. Clarity of Methods and Approaches	
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	<p>*Nominated personnel should submit a signed written commitment under oath stating that he/she shall work for the Study once awarded the contract. The personnel to be proposed/nominated under the technical proposal (of shortlisted consultants) may not be the same personnel nominated in the shortlisting. The Team Leader may only be nominated by one (1) firm.</p> <p>Similar experience refers to previous accomplishments/contracts with scope of works involving the formulation of a master plan and/or related studies/services pertaining to infrastructure sector development; while relevant experience refers to previous accomplishments/contracts with scope covering the formulation of plans relative to urban development as well as other related studies/services.</p> <p>Relevant training may either be in the general field of master planning, land use, urban planning or infrastructure development, or in a field related to the position and the corresponding tasks.</p> <p>Thus, for Item C (<i>Related Experience</i>) on Qualification of Personnel, <i>similar and relevant experience</i> of the key experts will be evaluated and scored accordingly using the above definition and based on the specific requirement/qualification for each key expert as specified in the TOR.</p> <p>Likewise, <i>similar and relevant experience</i> of the Firm will be evaluated and scored as <i>Related Experience</i>.</p>												
2. Section 3.4, TOR (Capacity Building)	<p>On Section 3.4 of the TOR, training/workshops aim to capacitate <i>at least 20 personnel (from NEDA and Implementing Agency) for each of the minimum three (3) scheduled activities.</i></p> <p>A learning visit shall be conducted with the purpose of exposing concerned government personnel, preferably from Senior Management (<i>at least 6 personnel from NEDA and Implementing Agency</i>), to best practices/models on the sustainable development of urban areas. The bidder shall have the flexibility to propose the target area having the similar characteristic of the project. Costs of the logistical arrangement</p>												

	to destination urban area, including miscellaneous travel cost, shall be part of the reimbursable expenses.
3. Section 5.1, TOR (<i>Team Leader / Urban Development Expert</i>)	<p>The Team Leader should be engaged during the whole duration of the study (i.e., 10 man-months) but will not be required to physically report to NEDA for the same duration.</p> <p>At the least, the expert's physical presence may only be required for presentation of deliverables to concerned Councils/Committees as identified in the TOR, for as long as the timely accomplishment and delivery of the outputs and deliverables is ensured.</p> <p>Consequently, it will be the risk of the Consulting Firm to nominate/assign the same Team Leader to the various master plans/projects of NEDA.</p> <p>The Consulting Firm may also nominate/assign foreign expert as Team Leader but the Consulting Firm should ensure that the credentials (e.g., Curriculum Vitae) of the said foreign expert are duly notarized.</p> <p>If the documents submitted by the Consulting Firm are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency or registered translator in the foreign bidder's country; <i>and</i> shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines (<i>Section 24.2 of the 2016 IRR of RA 9184</i>).</p>
4. Section 5.2, TOR (<i>Deputy Team Leader / Land Use Planner</i>)	The role/function as Deputy Team Leader may be assigned to any other expert required in the Project.
5. TPF 6, Bidding Documents (<i>Format of Curriculum Vitae for Proposed Professional Staff</i>)	<p>TPF 6 is the format of the CV with the written commitment of nominated/assigned personnel.</p> <p>The Consulting Firm shall use the said format for the CV and commitment of their nominated/assigned personnel and ensure that this is duly notarized.</p>
6. Submission of Technical and Financial Proposals	<ul style="list-style-type: none"> Indicate the <u>actual man-months of experience</u> and <u>actual man-hours or man-days of training</u> of the nominated experts. Bid Security may be in any of the following (<i>Section 27.2 of the 2016 IRR of RA 9184</i>): <ol style="list-style-type: none"> <u>Bid Securing Declaration</u> – duly notarized and the affiant has provided a government-issued ID (Note: CTC is not accepted as a competent evidence of identity); <u>or</u>

		<p>2. <u>Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit</u> (2% of the ABC) – PhP1,032,003.20; or</p> <p>3. <u>Surety Bond</u> (5% of the ABC) – PhP2,580,008.00.</p> <ul style="list-style-type: none"> • Remuneration shall be inclusive of 12% VAT. • Use <u>up to date forms</u> (follow the format of the forms included in the Bidding Documents) and ensure that these are properly notarized (e.g. CV of nominated experts, Omnibus Sworn Statement, Bid Securing Declaration).
7. Requests for clarification(s)	for	Any requests for additional clarifications must be in writing and submitted to the NBAC-CS Chairperson on or before 30 October 2018, 5:00P.M. To facilitate action on the matter, requests for clarification may be emailed to the Secretariat but will not be responded to until the official communication as stated above is received.
8. Deadline for Submission of Proposal/Bid and Schedule of Proposal/Bid Opening, respectively		<p>Bid Submission: 09 November 2018, 12:00 NN.</p> <p>Bid Opening: 09 November 2018, 12:30 P.M.</p> <p>Bid Opening will be at the OADG-IP Conference Room, 4th Floor, NEDA-sa-Pasig Building.</p>

Issued on 24 October 2018, Pasig City.


JONATHAN L. UY
 Assistant Secretary
 and Chairperson, NBAC-CS

