



REPUBLIC OF THE PHILIPPINES

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

AGENDA	KEY ISSUES/CONCERNS/DISCUSSIONS	AGREEMENTS/INSTRUCTIONS
5. Pre-bid Conference		
<ul style="list-style-type: none"> i. Formulation of a Master Plan for the Sustainable Urban Infrastructure Development in General Santos City ii. Formulation of a Master Plan for the Sustainable Urban Infrastructure Development in Vigan City iii. Formulation of a Master Plan for the Sustainable Urban Infrastructure Development in Calapan City iv. Formulation of a Master Plan for the Sustainable Urban Infrastructure Development in Metro Ormoc 	<p>1. The Chairperson acknowledged the representatives of the Infrastructure Staff (IS) as the End-User (EU) and Technical Working Group (TWG) from IS and NEDA Regional Offices, namely:</p> <p><u>EU</u></p> <ul style="list-style-type: none"> i. Asec. Roderick M. Planta – IS ii. Ms. Marie Christine G. Danao – IS iii. Mr. Aldwin U. Urbina – NEDA-IS <p><u>TWG</u></p> <ul style="list-style-type: none"> iv. Mr. Armando Ramirez – IS v. Ms. Ericka Henri Laudencia – IS vi. Mr. Bernie Magtalas – IS vii. Mr. Kevin Gilbert Manzano – IS viii. Mr. Argel Josef Tria – IS ix. Mr. Oscar Calica – NRO I x. Ms. Vida Karina Bacani – NRO I xi. Maria Felicidad Guerrero – NRO XII xii. Mr. Roy Hatague – NRO XII xiii. Ms. Amalia Tuppil – NEDA MIMAROPA xiv. Mr. Jojo Datinguino – NEDA MIMAROPA 	<p>The Secretariat was instructed to prepare the necessary bid bulletins.</p>

	<p>2. The Chairperson highlighted the following concerns/issues to the EUs that needs to be clarified with the bidders:</p> <ul style="list-style-type: none"> i. Software requirement. If the consulting firm will be using a proprietary software, it has to be procured and turned-over to the NEDA at the end of the contract. Further, the EU's should inform the bidders its preferred software to be used in the project; ii. JVA Format. The bidders should conform with the format of the JVA as provided for in the bidding document; iii. Realignment of budget between reimbursable and remuneration expenses is limited to ± 20 percent; and iv. Sub-contracting is only up to a maximum of 20% of the total project cost. <p>3. The Chairperson explained that Certeza was post-disqualified in the VE/VA Panay River Basin Project for failure to submit the required Certificate of Merger/Consolidation issued by the Securities and Exchange Commission (SEC). For the procurements subject of today's pre-bid conference, the NBAC-CS requested Certeza to submit the said SEC Certification as part of the technical proposal.</p> <p>4. He instructed the TWG to note the said submission during the evaluation of technical proposals and include the same in the TWG report.</p> <p>5. The Chairperson acknowledged the representatives of the shortlisted firms.</p> <p>6. The following clarifications in the Bidding Documents and Terms of Reference (TOR) were raised:</p> <ul style="list-style-type: none"> i. <u>On Section 25.3, Bid Data Sheet (Numerical Weights and Technical Score).</u> Certeza asked how NEDA will delineate the scoring/rating for the related and similar training and experience of nominated experts. The Secretariat said that <u>similar and relevant experience</u> was defined in the TOR of subject procurements. The Chairperson added that the bidders may refer to the footnote in the TOR particularly Annex C to note the difference between the similar and relevant experience. 	
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The bidder further asked if the TWG will only evaluate related experience and not consider similar experience because there is a separate criterion for cumulative man-months of similar contracts and/or position/function specific experience. The Secretariat clarified that as provided in Annex C of the TOR, related experience will be evaluated as (i) years of experience (i.e., similar and relevant as defined) and (ii) cumulative man-months of similar contracts and/or position/function specific experience. Thus, for every criterion and key expert, the TWG uses a scoring method which was approved by the NBAC-CS and based on the requirement/ qualification of each key expert as specified in the TOR.

PRIMEX also asked the rating criteria for the similar and relevant Experience. The Secretariat clarified that for Qualification of Personnel, similar and relevant experience will fall under related experience. Likewise, *similar and relevant experience* of the Firm will be evaluated and scored as *Related Experience*.

The Chairperson explained that the TWG will evaluate and rate the technical proposals based on their appreciation and using the NBAC-CS approved criteria for evaluation.

- ii. On Section 5.2, TOR (Deputy Team Leader / Land Use Planner). Certeza asked if the function/role as Deputy Team Leader (DTL) can be assigned to the other experts. The EU said that the function/role as DTL may be assigned to any other expert required in the Project. The Chairperson also clarified that the DTL is just a designation but the Team Leader (TL) has to be present during the whole duration of the contract. Thus, bidders have the flexibility to assign the role/function of DTL to other experts.
- iii. On TPF 6, Bidding Documents (Format of Curriculum Vitae for Proposed Professional Staff). Certeza clarified if there is still a need to submit a separate commitment letter as required in the TOR considering that the last portion of the CV form as provided in TPF 6 already includes a Commitment Statement. The EU and Secretariat said that TPF 6 which contains the CV with

	<p>commitment of the expert will suffice. Moreover, bidders shall ensure that TPF 6 is duly notarized (i.e., with the <i>jurat</i> phrase).</p> <p>iv. <u>On Section 3.4, TOR.</u> As regards the conduct of the training/workshops, Certeza inquired if the EU has a target venue for the study tours, number of study tours and participants for each master plan. The information is needed for the computation of financial proposal. Asec. Planta said that the EU will defer to the preference of the respective NROs as the implementing office. The NRO representatives answered that they do not have any preference for the moment and the issue has to be discussed with their principals. The Chairperson said that the concern of the bidders has to be discussed by the IS and NROs and will be included in the bid bulletin once finalized.</p> <p>The EU added that the venue will depend on the purpose of the master plan. It may be from similar places with the best practices that can replicate the target areas. Further, the EU clarified that as provided in the TOR, the participants for the training/workshops are 20 personnel to be identified during the contract implementation.</p> <p>Asec. Planta suggested that the number of study tours will depend on the allotted budget for said activity in the reimbursable expenses of the project. The Chairperson suggested that the bidders may propose on the possible venue which will work within the reimbursable budget with an allowable realignment of $\pm 20\%$ between remuneration and reimbursable expenses. He emphasized that this may not be significant in terms of the final weights for the technical proposal considering that this is not included in the criteria for selection, but it has a significant impact on the bidder's financial proposal.</p> <p>The Chairperson asked the IS and NROs to provide their inputs not later than Monday, 22 October 2018. The Secretariat said that a bid bulletin reflecting the clarifications raised during the pre-bid conference will be issued the soonest, tentatively by 23 October 2018. In the event the IS/NROs will not be able to provide a specific venue, the bidders shall have the flexibility to propose the target venue.</p>	
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	<p>v. <u>Section 5.1, TOR (Team Leader / Urban Development Planner).</u> It was also clarified if bidders may nominate the same Team Leader (TL) for various MPs. The Chairperson said that each procurement is unique to itself and that the TL should be engaged during the whole duration of the study (i.e., 12 man-months). Hence, it is the risk of the bidder in proposing the same TL for the various MPs/projects of NEDA since if awarded the project, the TL is expected to be dedicated to the said project.</p> <p>On the inquiry of Tractebel whether a foreign expert can be nominated as TL, the Chairperson said that the credentials of the experts are more important than the nationality. However, he emphasized that the credentials of the nominated foreign experts should be duly certified or notarized by their respective country. He added that the only requirement of the NBAC-CS is that the credentials can be corroborated based on the notarization and confirmation by the Philippine consular office.</p> <p>vi. Further, Certeza requested for the modification of the weights for the evaluation of proposals, from 80%-20% to 90%-10%, to give more weight on the quality of implementation over the cost.</p> <p>The Chairperson said that the issue has to be discussed by the NBAC-CS and EU and, if found meritorious, this will be included in the bid bulletin. The Secretariat added that Section 33.2.1.b.ii of the IRR of RA 9184 provides for the minimum weights for the evaluation of proposals, to wit:</p> <p><i>“The financial and technical proposal shall be given corresponding weights with the financial proposal given a minimum weight of 15% up to a maximum of 40%. The weight of the technical criteria shall be adjusted accordingly such that their total weight in percent together with the weight given to the financial proposal shall add to 100%.”</i></p> <p>7. The Chairperson requested the bidders to adhere with the timelines of the subject master plans (i.e., 30 October 2018: deadline for additional clarifications and 09 November 2018: deadline for submission of technical and financial proposals). He emphasized that the NBAC-CS will not entertain request for extensions. The Secretariat added that if there are additional queries which will be</p>	
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	<p>found meritorious, a bid bulletin will be issued on 05 November 2018 considering that the 7th day to issue the same will be on 02 November 2018, which is declared a holiday.</p> <p>8. There being no other clarifications, the Secretariat discussed the following reminders to the bidders:</p> <ol style="list-style-type: none"> i. Indicate the <u>actual man-months of experience</u> and <u>actual man-hours or man-days of training</u> of the nominated experts. ii. Bid Security may be in any of the following (Section 27.2 of the 2016 IRR of RA 9184): <ul 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> • <u>Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit</u> (2% of the ABC) <u>or</u> • <u>Surety Bond</u> (5% of the ABC). iii. Remuneration shall be inclusive of 12% VAT. iv. 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). v. 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. vi. Deadline for submission of proposal/bid: 09 November 2018, 12:00 noon. One (1) minute late is strictly considered late. 	
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	9. The Chairperson also reminded the bidders to be mindful of the acceptability and completeness of their submissions (i.e., notarization and signature of both parties including the names and signature of their witnesses in the Joint Venture Agreement).	
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