

AGENDA	KEY ISSUES/CONCERNS/DISCUSSIONS	AGREEMENTS/ INSTRUCTIONS
<p><b>Pre-Bid Conference</b></p> <p>2nd Public Bidding for the Procurement of Consulting Services for the Formulation of Tourism Infrastructure Development Plans in Top Tourist Destination in the Philippines Based on their Carrying Capacities</p>	<p>1. The Secretariat reported that two (2) out of the five (5) bidders, the JV of Test Consultants, Inc., (TCI) and Woodfields Consultants, Inc. (WCI); and (2) Certeza Infosys Corporation (CIC), were shortlisted for the subject procurement.</p> <p>2. The Presiding Chairperson acknowledged the presence of the following authorized representatives:</p> <ul style="list-style-type: none"> <li>i. Arch. Arnel P. Alvarado (TCI);</li> <li>ii. Engr. Cinderella J. Yalung (TCI);</li> <li>iii. Ms. Dolores A. Susi (CIC);</li> <li>iv. Atty. Niño Aquino (TIEZA-TEC Sector);</li> <li>v. Ms. Mercedes C. Lacson ( TIEZA/TWG);</li> <li>vi. Mr. Aldwin U. Urbina (NEDA-IS/End User);</li> <li>vii. Mr. Quintin Dwight G. de Luna ( NEDA-IS/TWG);</li> <li>viii. Mr. Bernie C. Magtalas (NEDA-IS/TWG); and</li> <li>ix. Mr. Jose Ma. Albert H. Perez (NEDA-IS/TWG).</li> </ul> <p>3. The following were the observations, queries and clarifications raised during the pre-bid conference:</p> <ul style="list-style-type: none"> <li>i. <u><b>On the Scope of Work</b></u> <u><b>Demographic and Social Characteristics (page 96, Section 3.2.2, b)</b></u></li> </ul> <p>CIC noted that a <b>Demographer</b> is not included as among the experts required in the Terms of Reference (TOR). CIC said that based on their carrying capacities projects, they hire a Demographer. Nonetheless, CIC intends to include this expert in their proposal without additional cost.</p> <p>The End-User (EU) clarified that bidders can charge the cost of the said expert against the reimbursable expenses under professional services if it was not identified in the Remuneration Expense.</p> <p>TCI inquired if they can have the flexibility as long as it is within the budget. The Presiding Chairperson confirmed that the EU has no issue on bidders' nominating</p>	<p>The NBAC-CS instructed the Secretariat to issue a Bid Bulletin for all the queries raised on the subject procurement.</p>

experts not included in the TOR if deemed necessary to enhance the output of the project.

**ii. On the Carrying Capacities**

TCI inquired if there is an existing comprehensive plans for the four (4) sites identified, which is a pre-requisite in the determination of carrying capacities. The EU responded that there are Regional Development plans on the identified areas, and TIEZA has available documents that can be used as reference materials.

The representatives from TIEZA said that the Department of Tourism (DOT) may have some minimal plans on the specific sites, and that the chosen sites have high potential at this time but have no existing plans or studies. Further, TIEZA representative said that in formulating the carrying capacities plan, participating bidders should consider the available comprehensive plan or existing plans. In case there is none, the winning bidder should compute based on their assumptions and data. It was also added that the bidders may also get the available data from the concerned Local Government Unit (LGU), and existing Municipal Tourism Plan and Land Use Plan. The EU referred the bidders to page 96 item 3.2.2, c, iv, of the TOR under Political and Economic Characteristics, for the details, to wit:

*“ Regulatory / Institutional Context - existing tourism development plans, studies and agreements concerning the host Local Government Units (LGUs), Comprehensive Land Use Plan (CLUP), Provincial Tourism Development Plan, Regional Tourism Development Plan, NTDP, related national and local regulations, restrictions, ordinances, standards, and pattern of tourist development related to overall sensitivity of the area (e.g., highly restricted, controlled, integrated and intensive).”*

**iii. On Boundaries of the Tourist Destination**

TCI noted that one of the outputs is determining the boundaries which may not coincide with the LGU boundaries, and the possibility of being subjected to carrying capacity evaluation. In its clarification, EU referred the bidders to page 95, item 3.2.1, to wit:

*“For each tourist destination, the boundary or spatial extent of the area (i.e., on the basis of homogenous or functional characteristics) for which the carrying capacity study will be made shall be defined. Adjacent/neighbor areas that may influence the area under study shall also be identified.”*



TCI said that the boundaries may not be the same as that of the LGU's political boundaries. The EU responded that the study will encompass two LGUs. TCI observed that the LGU Land Use Plan may no longer be applicable or may not be updated. The Presiding Chairperson said that the two plans will determine their delineation or configuration.

#### iv. Conduct of Survey

TIEZA advised the bidders to conduct and to rely on their own survey in formulating plans to determine the specific technical description of the entire area of study. TIEZA said that the LGUs have their own survey, but may not be accurate and updated.

TCI said that the survey will be limited due to time constraint, and that it may not be a 100% survey (like the characterization of the tourist profile). Likewise, TCI said that a lot of information may not be available. The EU responded that the survey for the purpose depends on the proposed methodology for the study, it will determine the type of survey to be undertaken.

TIEZA suggested that even if it is only sampling, the Consultant should get the profile of the destination during peak and lean season to neutralize the survey results. The EU emphasized that having 32 experts in the team, time constraints should not be an issue. While TCI added that geographical distribution of sites and availability of transportation are major considerations in the study.

#### 4. The Secretariat reminded the bidders on the following:

a) Indicate **actual person-months** for experience and **actual person-hours** or **person-days** for training of nominated experts

b) Bid Security

1. **Bid Securing Declaration** – should be notarized with government-issued ID  
(Note: CTC is no longer accepted as a competent evidence of identity); or

2. **Cash, cashier's/manager's check, bank draft/guarantee/irrevocable letter of credit** – 2% of ABC; or

3. **Surety Bond** – 5% of ABC.

c) Use **up to date forms** (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)

d) **Update/Renew expiring/soon to expire eligibility requirements/documents**  
(e.g. PhilGEPS Certificate, Mayor's Permit, Tax Clearance, Audited Financial Statement, etc.)

	<p>e) Ensure to <b>pay the non-refundable applicable fee</b> for the Bidding Documents <b>before the deadline</b> for submission of proposals/bids. <b>Present proof of payment</b> upon submission of your proposals/bids</p> <p>f) Financial Proposal <b>should be inclusive of 12% VAT</b> for the Remuneration.</p> <p>g) Deadline for additional queries/requests for clarification – <b>10 calendar days</b> (March 18, 2019) before the deadline for submission of proposals. NBAC-CS to respond through bid bulletin not later than <b>7 calendar days</b> (March 21, 2019) before the deadline for submission of proposals.</p> <p>h) Observe timeliness; <b>1 minute late is strictly considered LATE.</b></p> <p>i) The <b>Consultant</b> shall be subject to Philippine taxes on amounts payable by the <b>NEDA</b> under the contract through mandated withholding by local tax authorities of specified percentages of such amounts or otherwise.</p> <p>The <b>NEDA</b> shall withhold a <b>Final VAT of five percent (5%)</b> on the <b>total taxable base of Remuneration (exclusive of 12% VAT)</b>.</p> <p>In addition, Section 2 of BIR Revenue Regulation No. 11-2018 dated January 31, 2018, as amended by BIR Revenue Regulation No. 14-2018 dated March 28, 2018, provides <b>that there shall be withheld a creditable income tax</b> on the gross professional, promotional, and talent fees or any other form of remuneration for the services rendered by the following:</p> <p><u>Individual Payee:</u>  If income for the year did not exceed 3M – Five Percent (5%)  If income is more than 3M and VAT Registered regardless of amount – Ten Percent (10%)</p> <p><u>Non-Individual Payee:</u>  If the gross income for the year did not exceed ₱720,000 – Ten Percent (10%)  If the gross income exceeds ₱720,000 – Fifteen Percent (15%)</p> <p>5. The TWG requested the bidders, through the NBAC-CS, for a soft copy (in addition to 4 hard copies) of their proposals, preferably in MS Excel or PDF format (should be searchable), in one (1) USB flash drive to be included in their submission.</p>
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Prepared by:

  
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