

**PROJECT :** CONSULTING SERVICES FOR THE REPAIR/RENOVATION AND MAINTENANCE OF ITDI BUILDINGS AND FACILITIES

**LOCATION:** DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

**OWNER :** Industrial Technology Development Institute (ITDI)

**SUBJECT :** BID BULLETIN NO. 1

**Date :** June 17, 2015

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This Bid Bulletin No. 1 is being issued to Bidders for their information and guidance in the preparation of their bids and shall be taken into consideration in their proposal. This bid bulletin will form part of the contract for this project.

**1. Governing Rules:**

Bidding and contract award for the above project shall be governed by the Revised Implementing Rules and Regulations of RA 9184, 2009 and the Philippine Bidding Documents (PBD), Fourth Edition, December 2010. Any discrepancy between the General Conditions and RA 9184, R.A 9184 shall prevail, with latest amendments per GPPB Resolution No. 25-2013.

**2. Marking and Sealing of Bids**

- a. Contents of sealed envelope marked "**ORIGINAL BID**"  
Sealed Envelope 1 marked "**Original – Technical Proposal**"  
Sealed Envelope 2 marked "**Original – Financial Proposal**"
- b. Contents of sealed envelope marked "**COPY NO. 1**"  
Sealed Envelope 1 marked "**Copy No. 1 – Technical Proposal**"  
Sealed Envelope 2 marked "**Copy No. 1 – Financial Proposal**"
- c. Contents of sealed envelope marked "**COPY NO. 2**"  
Sealed Envelope 1 marked "**Copy No. 2 – Technical Proposal**"  
Sealed Envelope 2 marked "**Copy No. 2 – Financial Proposal**"
- d. The sealed outer envelopes marked "**ORIGINAL BID**", "**COPY NO. 1** and "**COPY NO. 2** shall be enclosed in **one single envelope/package**.
- e. All envelopes shall contain the following:

**PROJECT: CONSULTING SERVICES FOR THE REPAIR/RENOVATION AND MAINTENANCE OF ITDI BUILDINGS & FACILITIES**

(NAME AND ADDRESS OF BIDDER IN CAPITAL LETTER)

**TO: THE INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE (ITDI)**

**MS. LYDIA M. ABLAÑA**  
**ITDI-BAC CHAIRMAN-INFRA**  
**Metrology Building, DOST Compound**  
**Bicutan, Taguig City**

**"DO NOT OPEN BEFORE: June 29, 2015; 10:00 A.M**

**3. Items to be considered in the preparation of Bid**

- 3.1 Bid Proposal shall be in Philippine currency.
- 3.2 The bid shall be signed on each and every page by the duly authorized signatory of the bidder. Items with erasures on the bid should bear the initials of the authorized signatory.
- 3.3 Pursuant to GPPB Resolution No. 25-2013: Bidders shall submit a **Bid Securing Declaration AND** at least one (1) other Bid Security, the amount of which shall be equal to a percentage of the ABC in accordance with the following schedule:

Forms of bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a) Cash or Cashier's/manager's check issued by a Universal or Commercial Bank	Two percent (2%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Five percent (5%)
d) Any combination of the foregoing	Proportionate to share of form with respect to total amount of security

- 3.4 To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post at least two (2) performance security taken from two (2) categories below the amount of which shall be equal to a percentage of the total contract price in accordance with the following schedule:

Forms of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
a) Cash or Cashier's/manager's check issued by a Universal or Commercial Bank	Goods and Consulting Services - Five Percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	Infrastructure Projects – Ten percent (10%)
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Thirty percent (30%)
d) Any combination of the foregoing	Proportionate to share of form with respect to total amount of security

- 3.5 All bidders should conduct actual site investigation. For this project, the Certificate of Site Inspection should be signed by VICTORIA HAGAD. The Certificate of Site Inspection shall be included in the envelope for Technical Components.

3.6 The Technical Evaluation Criteria and Score Range as per attached.

4. Project Duration: Thirty (30) Calendar days.

5. **Submission of Bids: June 29, 2015 between 9:00 to 10:00 A.M.**

Bids submitted beyond 10:00 A.M. will no longer be accepted.

**Opening of bids 10:00 A.M;** Metrology Conference Room, 2<sup>nd</sup> Floor Metrology Building, ITDI, Bicutan Taguig City.

**6. Questions/clarifications not raised during Pre-bid conference**

- 6.1 Questions/clarifications should be made in writing, addressed to the BAC Chair-Infra.
- 6.2 In the written query, company name and the project name should be indicated.
- 6.3 Additional bid bulletin, if any, will be issued regarding the matter.
- 6.4 Questions/Clarifications can be sent to telephone/fax no. 837-20-71 loc. 2221

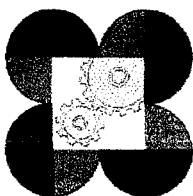
**7. Technical Specifications:**

- 7.1 Site development and location of buildings as per attached
- 7.2 Layout of Second Floor Metrology Building indicating the existing location of FMD, ADM, PMISD, Canteen and COA as per attached.

Issued by:



**MS. LYDIA M. ABLAÑA**  
ITDI-BAC Chairman-Infra



### TECHNICAL EVALUATION CRITERIA

**Consulting Services for the Repair/ Renovation and Maintenance of ITDI Buildings and Facilities- Projects Reference No. 2015-LFP01**

CRITERIA		SCORE RANGE	
<b>1</b>	<b>Project Comprehension (Ref: TPF 3)</b>		<b>5 -15</b>
1.1	Main design consideration	1 - 5	
1.2	Quality of Analysis and demonstrated understanding of the project	1 - 5	
1.3	Identification of special needs or consideration	1 - 5	
	<b>Remarks : Pass (10 and above) ; Fail (below 10)</b>		
<b>2</b>	<b>Experience and past performance (Ref: TPF 2 &amp; Similar Projects in Eligibility Docs)</b>	/	<b>5 - 45</b>
2.1	Similar projects		<b>5 - 25</b>
	No. of A&E design for vertical (building) projects	1 - 5	
	No. of projects involving A&E design for repair/ renovation/ relocation	5 - 10	
	With projects related to A&E and interior design for repair/renovation/relocation of offices and laboratories	10	
2.2	Highest cost of similar project		<b>5 - 10</b>
	30 M and above	10	
	20 M to 29 M	8	
	Below 20 M	5	
2.3	Client satisfaction; scope, budget and targets met		<b>5 - 10</b>
	<b>Remarks : Pass (30 and above) ; Fail (below 30)</b>		
<b>3</b>	<b>Methodology and work Plan (Ref: TPF 4)</b>		<b>5 - 20</b>
3.2	Design philosophy	5 - 10	
3.3	Project management systems (scope, time, costs, quality, etc.)	1 - 5	
3.4	Services and deliverables, quality management system	1 - 5	
	<b>Remarks : Pass (15 and above) ; Fail (below 15)</b>		
<b>4</b>	<b>Organization and Qualification of Key Staff (Ref: TPF 5 to 7)</b>		<b>5 - 20</b>
4.1	Team composition (structure)	5 - 10	
4.2	Staff qualification	5 - 10	
	<b>Remarks : Pass (15 and above) ; Fail (below 15)</b>		
	<b>TOTAL TECHNICAL SCORE</b>		
	<b>Pass (70 and above)</b>		
	<b>Fail (below 70)</b>		


TECHNICAL PROPOSAL, Weight = 60% of Total Technical Score

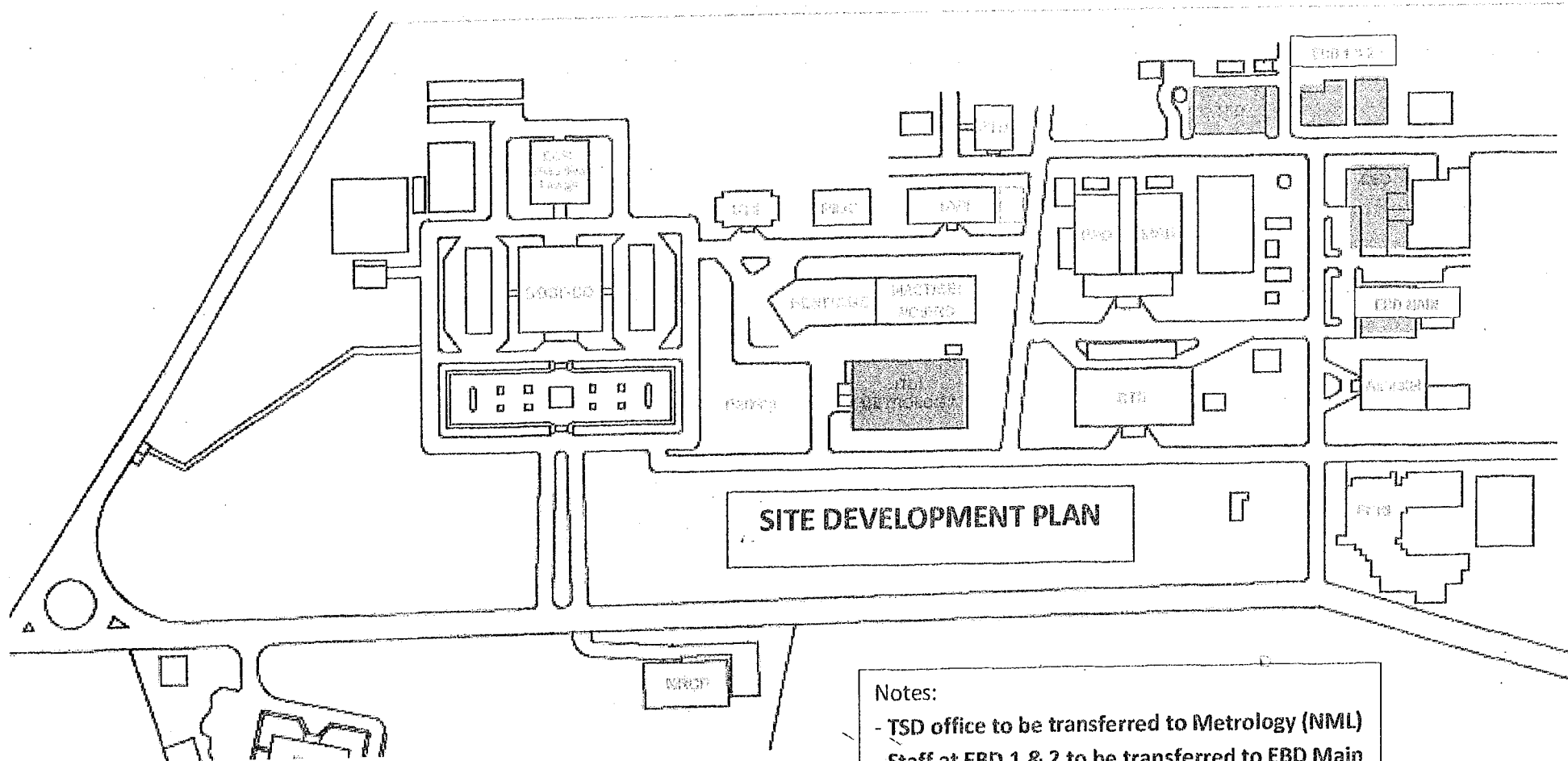
FINANCIAL PROPOSAL, Weight = 40% of Total Financial Score (Sf = 100 x FIF)

Prepared by:

  
**LYDIA M. ABLAÑA**  
 BAC Co-Chair for Infrastructure

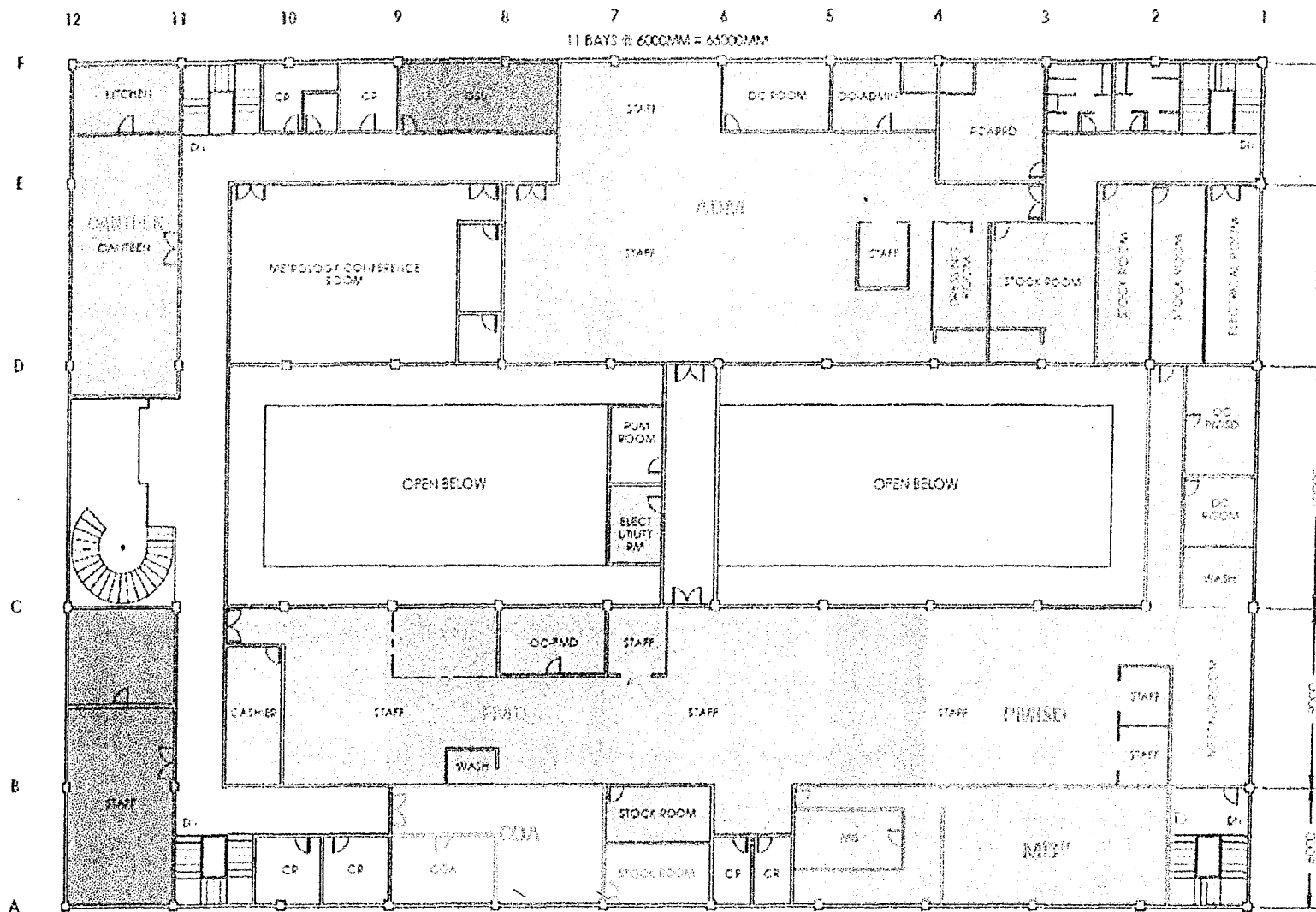
Approved by:

  
**MARIA PATRICIA V. AZANZA, Ph.D.**  
 Director



**SITE DEVELOPMENT PLAN**

- Notes:**
- TSD office to be transferred to Metrology (NML)
  - Staff at EBD 1 & 2 to be transferred to EBD Main
  - CED Office to be temporarily housed at the Brickhouses and the Jatropha plant
  - Vacated TSD building to be renovated/expanded for CED



**Notes:**

- TSD to be in separate building to be accommodated in the plan
- FSD & ADM to be joined in the same wing
- PMSD may be relocated, M&E location retained
- Common to be installed with movable partition for meeting room
- 4 common meeting rooms required aside from the divisional meeting rooms

OTHER POSSIBLE  
USAGES THAT MAY BE  
USED

Department of Science & Technology Industrial Technology Development Institute TECHNOLOGY SERVICE DIVISION Ger. Santos Ave. DOCT Complex, Marikina, Laguna CA.			
PROJECT	PMSD	DATE	2015
LOCATION	Second Floor	SCALE	AS SHOWN
<b>METRO FLOOR PLAN LAYOUT (Actual)</b>		DESIGNED BY	REVISED BY
		DRAWN BY	APPROVED BY
ENGINEERING SERVICES SECTION		DATE	1/1
	1:300	UNIT	Meters
		REVISION	0