

Republic of the Philippines
Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Cpd., General Santos Ave., Bicutan, Taguig City
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PROJECT : CONSULTING SERVICES FOR THE PROJECT CONSTRUCTION MANAGEMENT FOR THE EXPANSION OF ITDI-NML BUILDING FOR METROLOGY IN CHEMISTRY AND BIOMETROLOGY LABORATORIES

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

OWNER : Industrial Technology Development Institute (ITDI)

SUBJECT : BID BULLETIN NO. 1

Date : August 15, 2017

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 and the Philippine Bidding Documents (PBD), Fourth Edition, December 2010. Any discrepancy between the General Conditions and RA 9184, R.A 9184 shall prevail.

2. Marking and Sealing of Bids

- a. Contents of sealed envelope marked "**ORIGINAL BID**"
Sealed Envelope 1 marked "**Original – Eligibility & 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 – Eligibility & 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 – Eligibility & 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:

<p>PROJECT: (NAME OF THE PROJECT)</p> <p>(NAME AND ADDRESS OF BIDDER IN CAPITAL LETTER)</p> <p>TO: THE INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE (ITDI)</p> <p>ENGR. NORBERTO G. AMBAGAN ITDI-BAC CHAIRPERSON, SUB.COM. FOR INFRASTRUCTURE Metrology Building, DOST Compound Bicutan, Taguig City "DO NOT OPEN BEFORE: (Stipulated Date & Time of Opening)"</p>

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- Asia Pacific Metrology Programme (APMP)
- Asia Pacific Legal Metrology Forum (APLMF)

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 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 Bid bonds should be posted in favor of Industrial Technology Development Institute. If other than GSIS, the bid bond should be accompanied with certificate of accreditation from the Insurance Commission. Bid bonds should be submitted with original receipts of payments. Bid security shall be Callable on Demand with a validity period of 120 calendar days.

3.5 To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post performance security which shall be taken from the two (2) categories below, that bidders may opt to use, the amount of which shall be equal to the 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) 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%)

4. Submission of Bids – August 23, 2017, 8:30 A. M – 8:45 A.M

**Metrology Conference Room
Metrology Bldg., ITDI-DOST**

Late bids shall not be accepted

5. Opening of Bids – August 23, 2017, 9:00 A.M.

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

6.1 Questions/clarifications should be made in writing, addressed to the BAC Chair.

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.

7. Minutes of the Meeting is available upon request

8. Letter of Withdrawal is required in case the bidder wishes to withdraw from participating in the bidding.

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9. TERMS OF REFERENCE:

4.5 STAGE 5 – CONSTRUCTION DOCUMENTATION AND MANAGEMENT

- 4.5.12 **Facilitate** with government agencies having jurisdiction over the project thru the General Contractor;
- 4.5.13 Set up on-site line of authority and communication to **ensure** progress of work of All trade contractors is not delayed and the intent of the design is accurately fulfilled;

10. COMPETENCIES AND EXPERIENCE REQUIRED

The PCM Group shall designate a minimum of ten (10) personnel **for the Project**, as follows:

10.2 Technical Staff

With at least **five (5) years** extensive experience in Construction Management administrative support for a project with similar or greater magnitude and complexity.

10.3 Administrative Staff (at least 2)

With at least **3 years** of experience in Construction Management administrative support for a project with similar or greater magnitude complexity.

The PCM Group shall assign at least two (2) full-time personnel (Site Architect or Site Engineer) **during the construction stage**.

10. BID DATA SHEET

10.1.c The minimum required experience of proposed professional staff is as follows:

REFER TO TERMS OF REFERENCE

11. CHECKLIST FOR TECHNICAL AND FINANCIAL REQUIRMENTS

Please see attached

12. PROGRAM OF WORKS

Pre-Construction Phase - 20%

Construction Phase – 70%

Project Close Out – 10%

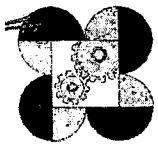
Issued by:


ENGR. NORBERTO G. AMBAGAN
ITDI-BAC Chairperson

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ITDI BIDS AND AWARDS COMMITTEE (BAC)
CHECKLIST OF ELIGIBILITY REQUIREMENTS for PROCUREMENT OF CONSULTING SERVICES

Title of Project : _____
Name of Bidder : _____
Date : _____

PLEASE SUBMIT THE FOLLOWING DOCUMENTS ARRANGED IN ORDER AND WITH LABEL, USING THE PRESCRIBED BIDDING FORMS:

LEGAL DOCUMENTS

√ or x

_____ 1. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR

Note: If Joint Venture, Valid and duly notarized Joint Venture Agreement (JVA) in case joint venture is already in existence or duly notarized statements from all potential joint venture partners stating that they will enter into and abide by the provisions of JVA in the instance that the bid is successful.

TECHNICAL DOCUMENTS

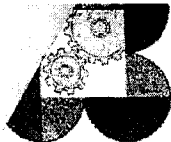
_____ 1. Statement of all completed government and private contracts which are similar in nature within the period of **five (5) years**. Only the bidder's **single largest completed contract** that is similar in nature to this project shall be supported with the complete documentary evidence enumerated below.

- i. Notice of Award and/or Contract;
- ii. Certificate of Completion and/or Sales Invoice; and
- iii. Certificate of Acceptance and/or Official Receipt (OR)

The ITDI-BAC, however, reserves the right to examine other documents pertaining to the bidders' statement during the post evaluation stage.

NOTE:

1. All pages of Eligibility requirements whether **original or cert. true copy, including the duplicate copies**, shall be countersigned by the Bidder or his/her duly authorized representative. The countersignature must appear at the **lower right portion** of each of the pages in the bidding documents using any color of pen **except BLACK**.
2. The notarization of document, if required, shall comply with the **2004 Rules on Notarial Practice**. Moreover, **except Community Tax Certificate or "cedula"**, the competent evidence of identity shall be limited to those specified under the foregoing Rules, to wit: (i) identification documents issued by an official agency bearing the photograph and signature of the individual, *i.e.*, **passport, driver's license, PRC ID, SSS ID, GSIS e-card, NBI clearance Postal ID, Voter's ID, Tax Identification Number (TIN) issued by the BIR, Barangay certification, Philhealth card, Senior Citizen's ID, OWWA ID, OFW ID, Alien Certificate of Registration/Immigration Certificate of Registration, and Government Office ID**; and (ii) the oath of affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification.
3. **ANY MISSING or UNSIGNED DOCUMENT or NON-COMPLIANCE IN THE ABOVE-MENTIONED CHECKLIST AND INSTRUCTIONS SHALL BE A GROUND FOR OUTRIGHT DISQUALIFICATION.**



CHECKLIST OF ELIGIBILITY AND TECHNICAL REQUIREMENTS FOR PROCUREMENT OF CONSULTING SERVICES

1. THE TECHNICAL COMPONENT SHALL CONTAIN THE FOLLOWING:

- 1.1 Bid Securing Declaration, or any form of Bid Security, in an amount not less than the required percentage of Approved Budget of the Contract and in the prescribed form and validity period.
- 2% - Cash or cashier's/manager's check issued by a Universal or Commercial Bank
 - 2% - 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.
 - 5% - Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission.
 - Any combination of the foregoing
- 2.1 Project Requirements which shall include the following:
- TPF Forms provided in the Bidding Documents
- 3.1 Omnibus Sworn Statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:
- a. It is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB.
 - b. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
 - c. It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all documents submitted;
 - d. The signatory or his duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized secretary's certificate attesting to such fact, if the prospective bidder is a corporation, partnership or joint venture;
 - e. A sworn affidavit of the bidder that it is not related to the Head of the Procuring, members of the BAC, the TWG and the BAC secretariat, the Head of the PMO or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
 - f. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and;
 - g. It complies with all existing labor laws and standards.
 - h. That the bidder did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

NOTE:

1. All pages of the Technical requirements whether original or cert. true copy; including the duplicate copies and all pages of the bidders Technical Proposal whether original or cert. true copy, including the brochures (if any) and the duplicate copies shall likewise be countersigned by the prospective bidder or his/her duly authorized representative. The countersigned must appear at the lower portion of each of the pages in the bidding documents using any color of pen except BLACK.
2. The notarization of document, if requires, shall comply with the 2004 Rules on Notarial Practice.
3. Any missing or unsigned document or Non-compliance in the above-mentioned checklist and instructions shall be a ground for outright disqualification.

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CHECKLIST OF FINANCIAL REQUIREMENTS for PROCUREMENT OF CONSULTING SERVICES

Title of Project : _____
Name of Bidder : _____
Date : _____

PLEASE SUBMIT THE FOLLOWING DOCUMENTS ARRANGED IN ORDER AND WITH LABEL, USING THE PRESCRIBED BIDDING FORMS:

ENVELOPE II – The Financial Component shall contain the following information/documents and shall be opened only if the bidder has complied with the requirements in the Legal and Technical Envelope (Envelope I):

✓ or x

- _____ 1. Financial Proposal Forms 1-6 provided in the bidding documents
_____ 2. Soft Copy (Flash Drive/CD) of Financial Proposal

NOTE:

1. All pages of the Financial Requirement whether original or cert. true copy, including the duplicate copies, shall be countersigned by the Bidder or his/her duly authorized representative. The countersignature must appear at the lower right portion of each of the pages in the bidding documents using any color of pen except BLACK.
2. The Bidders are required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates.
3. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the BAC Secretariat prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as "FINANCIAL MODIFICATION" and stamped "RECEIVED" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.
4. ANY MISSING or UNSIGNED DOCUMENT IN THE ABOVE-MENTIONED CHECKLIST SHALL BE CONSIDERED AS NON-SUBMISSION OF SUCH DOCUMENT AND IS A GROUND FOR OUTRIGHT DISQUALIFICATION.