



SUPPLEMENTAL/BID BULLETIN NO.1

This Supplemental/Bid Bulletin is issued to modify, amend or clarify items in the Bidding Documents for the project: **“Procurement of Consulting Services for the Detailed Architectural and Engineering Design (DAED) of the New CIAC Headquarters”**. This shall form an integral part of the bidding documents for the above-mentioned project.

- I. Please be informed that the following parts of the Bidding Document for the above project shall be amended as follows:

SECTION III. ELIGIBILITY DATA SHEET

Eligibility Documents	FROM	TO
2.1(a)(ii.7)	For list of completed contracts, a copy of documented proof of at least one of the following documents must be attached for each listed completed contract: a. Certified Copy of Satisfactory Completion b. Certified Copy of Notice of Award, Contract, and Notice to Proceed c. Certified Copy of Final Acceptance from End-User	For list of completed contracts, a copy of documented proof of the following document must be attached for each listed completed contract: a. <u>Certified Copy of Satisfactory Completion from End-User</u>

SECTION III. BID DATA SHEET

Clause 10.1(c) Proof of Profession and Minimum Years of Experience

Key Staff	FROM	TO
d. Senior Engineer	<ul style="list-style-type: none"> Must be a licensed professional engineer, LEED-accredited professional, and a member of professional national organization (Philippine Institute of Engineers) 	<ul style="list-style-type: none"> Must be a licensed professional engineer, LEED-accredited professional, and a member of professional national organization (Professional Regulation Commission - Accredited Professional Organization) <u>Must have at least ten (10) years of relevant</u>





		<u>experience as a senior engineer in similar projects.</u>
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SECTION VI. TERMS OF REFERENCE

12. TERMS OF PAYMENT

DESCRIPTION	FROM	TO
Final Payment	<p>The remaining ten percent (10%) of the Contract Price shall be released under the following conditions:</p> <ol style="list-style-type: none"> 1. Upon Issuance of Certificate of Completion by CIAC; 2. Submission of the approved Final Report; and 3. Submission of the Design Consultant of a Sworn Statement that it shall provide on-call services during the bidding, pre-construction, and construction of the CIAC Headquarters subject to the conditions under this TOR and at no additional cost to CIAC. 	<p>The remaining ten percent (10%) of the Contract Price shall be released under the following conditions:</p> <ol style="list-style-type: none"> 1. Upon Issuance of Certificate of Completion by CIAC; 2. Submission of the approved Final Report; and 3. Submission of the Design Consultant of a Sworn Statement that it shall <u>facilitate LEED Certification</u>, provide on-call services during the bidding, pre-construction, and construction of the CIAC Headquarters subject to the conditions under this TOR and at no additional cost to CIAC.

II. Below were the queries and/or requests for clarification from the prospective bidders which were raised during the Pre-Bid Conference of the said project held on 14 June 2024 (Thursday), as well as the corresponding remarks or instructions made by the Bids and Awards Committee (BAC) members and Office of Primary Responsibility (OPR):

Item Number	Queries/Clarifications	Remarks from the BAC and OPR
ECOSOLUTIONS MANAGEMENT PLUS INC.		
1	<p>A. You mentioned that the project will be pursuing LEED certification, are there any requirements like, at least [PROOF OF] completion of LEED projects, [say 10 or 15], and one of the proof of qualification to that is, is there any qualification of completion of authority that is recognized by USGBC?</p>	<p>A. The project requires a consultant with a Senior Architect (duly-licensed professional architect, LEED accredited professional, with at least 10 years of relevant experience as a senior design architect in similar projects) and a Senior Engineer (duly-licensed professional engineer, LEED-accredited professional, with at least 10 years of relevant experience as a senior engineer in similar projects) who will be</p>



	<p>B. And in connection to that question, in the certificate of completion for projects, sometimes some of the clients will not issue such certification, can we use the LEED certification as a document that is a proof of completing our task?</p>	<p>responsible or supervise for the design that meets the LEED certification.</p> <p>The consulting firm shall also be responsible for the LEED certification process.</p> <p>B. No. A LEED certification as documentary evidence for a proof of project completion is not accepted.</p>
PALAFX ASSOCIATES		
1	<p>Do we have a format for the CV [Curriculum Vitae] for Eligibility? Or can we use the format provided in the bidding docs which is for the Technical?</p>	<p>YES. We have a prescribed format in the bidding documents.</p> <p>Please see section VII. Bidding Forms of the bidding documents.</p>
2	<p>With regard the format, can we use e-sign for the consultant and wet-ink for the authorized representative?</p>	<p>The use of e-sign for the consultant and wet-ink for the authorized representative is acceptable as long as the CV is notarized.</p>
SCHEMA KONSULT INC.		
1	<p>Regarding the Certification of No Pending Case Against the Government, do you have a prescribed format for this or do we have to make our own certificate?</p>	<p>YES. We have a prescribed format in the bidding documents.</p> <p>Please see section VII. Bidding Forms of the bidding documents.</p>
2	<p>Regarding the required CV of proposed professional staff and support staff, does this mean we should also submit the CV of our support staff?</p>	<p>The CV (duly notarized) for the support staff is only required to be submitted on Stage 2 (Opening of Bids)</p>
ASYANA CONSTRUCTION CONSULTANCY AND TRADING		
1	<p>We just want to confirm our understanding of this project that foreign firms' involvement is not considered</p>	<p>Foreign firms are allowed. Pursuant to the Philippine Retail Law, 60% - 40% ownership is to be followed. This means that at least sixty percent (60%) of the outstanding capital stock belongs to citizen of the Philippines.</p> <p>In case of Unincorporated Joint</p>



		<p>Venture, Under section 24.3.1(e) mandates that Filipino ownership or interest in the joint venture shall be at least sixty percent (60%), which ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their Joint Venture Agreement.</p>
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III. Below were the queries and/or requests for clarification from the prospective bidders which were communicated to the Secretariat through electronic mail, as well as the corresponding remarks or instructions made by the Bids and Awards Committee (BAC) members and Office of Primary Responsibility (OPR):

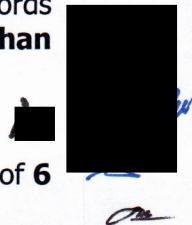
Item No.	Queries/Clarifications	Remarks from the BAC and OPR
ECOSOLUTIONS MANAGEMENT PLUS INC.		
1	<p>EcoSolutions raised concern is the project experience completing at least 10-15 LEED project completed by bidders.</p> <p>It is important to qualify this issue for the following reasons:</p> <ol style="list-style-type: none"> 1. Technical knowledge in responding to USGBC queries; 2. Interpretation of LEED credits. 3. LEED documentation specific for the project. <p>Also, as may or may not know experience as a Commissioning Authority is one of the pre requisites required by certifying LEED projects.</p> <p>This is another issue that can be considered as a requirement.</p>	<p>The project requires a consultant with a Senior Architect (duly-licensed professional architect, LEED accredited professional, with at least 10 years of relevant experience as a senior design architect in similar projects) and a Senior Engineer (duly-licensed professional engineer, LEED-accredited professional, with at least 10 years of relevant experience as a senior engineer in similar projects) who will be responsible or supervise for the design that meets the LEED certification.</p>
2	<p>Shall we also submit the CV and licenses of our key personnel?</p>	<p>YES. Duly notarized CV with copy of licenses shall be submitted on stage 1 (short listing)</p>



3	The documents that should be submitted on June 28, 2024, are only the "Eligibility Documents" that are stated on Part 1 section 2 and 3?	Please refer to Section II. Eligibility Documents item 2. Eligibility Requirements (see page 8 of the Bidding Documents) and Section III. Eligibility Data Sheet (see page 16-18 of the Bidding Documents)																																														
ORRA - CONSULTANTS																																																
1	May we request a final headcount of staff in each discipline within the support staff of the project: PROCUREMENT OF CONSULTING SERVICES FOR THE DAED OF THE NEW CIAC HEADQUARTERS	Support Staff <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Personnel</th> <th style="text-align: center;">Quantity</th> </tr> </thead> <tbody> <tr><td>Architect</td><td style="text-align: center;">2</td></tr> <tr><td>Interior Designer</td><td style="text-align: center;">1</td></tr> <tr><td>Civil Engineer</td><td style="text-align: center;">1</td></tr> <tr><td>Structural Engineer</td><td style="text-align: center;">1</td></tr> <tr><td>Electrical Engineer</td><td style="text-align: center;">1</td></tr> <tr><td>Geotechnical/Foundation Engineer</td><td style="text-align: center;">1</td></tr> <tr><td>Sanitary/Drainage Engineer</td><td style="text-align: center;">1</td></tr> <tr><td>Electronics Engineer</td><td style="text-align: center;">1</td></tr> <tr><td>BMS Specialist</td><td style="text-align: center;">1</td></tr> <tr><td>Geodetic Engineer</td><td style="text-align: center;">1</td></tr> <tr><td>Landscape Architect</td><td style="text-align: center;">1</td></tr> <tr><td>Quantity/Cost Engineer</td><td style="text-align: center;">2</td></tr> <tr><td>Material Engineer</td><td style="text-align: center;">1</td></tr> <tr><td>Mechanical Engineer</td><td style="text-align: center;">1</td></tr> <tr><td>ICT Engineer</td><td style="text-align: center;">1</td></tr> <tr><td>CAD Operator</td><td style="text-align: center;">4</td></tr> <tr><td>Document Specialist</td><td style="text-align: center;">1</td></tr> <tr><td>Survey Aide</td><td style="text-align: center;">2</td></tr> <tr><td>Administrative Officer</td><td style="text-align: center;">1</td></tr> <tr><td>Secretary/Encoder</td><td style="text-align: center;">1</td></tr> <tr><td>Messenger/Utility Man</td><td style="text-align: center;">1</td></tr> <tr> <td>TOTAL</td> <td style="text-align: center;">27</td> </tr> </tbody> </table>	Personnel	Quantity	Architect	2	Interior Designer	1	Civil Engineer	1	Structural Engineer	1	Electrical Engineer	1	Geotechnical/Foundation Engineer	1	Sanitary/Drainage Engineer	1	Electronics Engineer	1	BMS Specialist	1	Geodetic Engineer	1	Landscape Architect	1	Quantity/Cost Engineer	2	Material Engineer	1	Mechanical Engineer	1	ICT Engineer	1	CAD Operator	4	Document Specialist	1	Survey Aide	2	Administrative Officer	1	Secretary/Encoder	1	Messenger/Utility Man	1	TOTAL	27
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IV. Additional reminders and clarifications to all prospective bidders:

- All letters and/or notices sent to and issued by the CIAC-BAC shall be coursed through the email address: bacsecretariat@ciac.gov.ph. All prospective bidders or bidders are required to provide the BAC Secretariat their respective official email addresses. Otherwise, the email address used by the company in communicating with the BAC through the BAC Secretariat shall be considered the official email address of the said company. All prospective bidders or bidders are also required to acknowledge the receipt of all notices or letters issued by the BAC.
- The deadline for the Submission of Eligibility Documents is on **June 28, 2024 (Friday)**. Eligibility Documents must be duly received by the CIAC Records Management Division located in the CIAC Corporate Office Building **not later than 10:00 a.m.** Late submission shall not be accepted.





- The Opening of Eligibility Documents shall be conducted at **10:15 a.m. of June 28, 2024 (Friday)** at the CIAC Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and through video conferencing using Zoom Application. Only one (1) representative for each bidder shall be allowed to be physically present to attend the opening of Eligibility Documents. For prospective bidders who shall attend the opening of Eligibility Documents through video conference, they are advised to indicate their Company Name and Full Name as their username for proper identification.
- Bidders are required to submit one **(1) original and two (2) copies of their Eligibility Documents** which shall be signed or initialed on each and every page thereof by the duly authorized representative/s of the Bidder.
- May we also remind the bidders that the bidding for CIAC projects shall be governed by all the provisions of RA No. 9184 and its 2016 Revised IRR, including its Generic Procurement Manuals associated policies, rules and regulations as the primary source thereof, while the terms of reference and other clauses provided on the bidding documents shall serve as the secondary source thereof. The Procurement Law is controlling and deemed written into the Bidding Documents, and it is incumbent upon bidders to be familiar and compliant with its provisions.
- The Bidder, by the act of submitting its Eligibility Documents, shall be deemed to have verified and accepted the general requirements of this project, including other factors that may affect the cost, duration, and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.
- Prospective bidders are reminded that a suspended or blacklisted supplier, contractor or consultant shall not be allowed to participate in all procurement opportunities of the government for the duration of the suspension or blacklisting, regardless of the modality of procurement employed by the procuring entity.
- Eligibility Documents that are not properly sealed and marked shall be accepted provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume **no responsibility** for the misplacement of the contents of the improperly sealed or unmarked submissions, or for its premature opening.
- **Note:** *Caution to prospective bidders, should there be individuals posing on behalf of the CIAC-BAC and TWG as agents or fixers, the same should be reported to the CIAC-BAC immediately. This shall not be tolerated by the CIAC-BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder or bidder. For as long as the same submits complete requirements, the said bidder shall be qualified.*


Atty. RUSTICO D. QUIZON III

Chairperson, CIAC Bids and Awards Committee
Issued on: 21 June 2024 