



Republic of the Philippines
Department of Agriculture
BUREAU OF SOILS AND WATER MANAGEMENT
SRDC Building Elliptical Road corner Visayas Avenue,
Diliman, Quezon City 1101
customers.center@bswm.da.gov.ph
Tel. no. (632) 8273-2474 local 3202

**BSWM- BIDS AND AWARDS COMMITTEE
SUPPLEMENTAL BID BULLETIN NO. 1**

CONTRACT: Professional Service to provide Detailed Engineering Design Plans for the construction of Customer Centers for Regional Soils Laboratories, BSWM PD1435 Bldg., Soils Laboratory and Admin Bldg. for BSWM Research Stations- IB NO: BSWM-2023-10-062

This Addendum is being issued in accordance with Section 22.5.2 of the IRR of RA 9184, to clarify and modify some provisions of the Bidding Document. **THIS SHALL FORM AN INTEGRAL PART OF THE BID DOCUMENT.** Likewise, the succeeding agreements and reminders were discussed during the Pre-Bid Conference held last November 16, 2023 at the BSWM Convention Hall and via Videoconferencing-Zoom.

DISCUSSION OF THE BIDDING DOCUMENT:

PARTICULAR	AGREEMENTS/AMENDED/ADDENDUM
Location/ Project Sites	<div>1. Customer Center of Regional Soils Laboratories:<ul style="list-style-type: none">✓ Region V (DA FRO V Compound, San Agustin, Pili, Camarines Sur)✓ XIII (DA RFO XIII, Capitol Site, Butuan City, Agusan Del Norte)</div> <div>2. PD 1435 Bldg.:<ul style="list-style-type: none">✓ BSWM, Diliman, Quezon City</div> <div>3. Admin Bldg. for BSWM Research Stations<ul style="list-style-type: none">✓ NSWRRDC-HILLPEZ Cuyambay, Tanay, Rizal</div> <div>4. Administration Building:<ul style="list-style-type: none">✓ NSWRRDC-LUPEZ San Ildefonso, Bulacan✓ NSWRRDC-HIPEZ Dalwangan, Malaybalay, Bukidnon</div>
Do the BSWM provide Floor Plan?	No floorplan will be provided. This project is scheduled for construction next year.
Site Inspection	Additional Requirement to be submitted as part of the Technical Proposal: <div><ul style="list-style-type: none">✓ CERTIFICATE OF SITE INSPECTION<ol style="list-style-type: none">1. BSWM Diliman, Quezon City2. Region V3. Region XIII4. NSWRRDC LUPEZ5. NSWRRDC HillPEZ6. NSWRRDC HighPEZ</div> <div>To schedule the site inspection, please coordinate with the Project Focal Mr. Christopher Edaual at 0933-598-4975 or chrisedaual@gmail.com</div> <div>Template for Certificate of Site Inspection as Annex A</div>
	BSWM Bid Securing Declaration Form as Annex B Revised Omnibus Sworn Statement as Annex C



REMINDERS DURING THE PRE-BID CONFERENCE:

GPPB Resolution No. 15-2021 dated October 14, 2021

For the purpose of updating the Certificate of Registration and Membership, **all Class “A” eligibility documents mentioned in Section 8.5**, supporting the veracity, authenticity and validity of the Certificate **SHALL remain current and updated**. The **failure by the prospective bidder to update its Certificate with the current and updated Class “A” eligibility documents shall result in the automatic suspension of the validity of its Certificate** until such time that all of the expired Class “A” eligibility documents has been updated.

While preparing the Technical Proposal, Consultants must give particular attention to the following:

- (a) The Technical Proposal shall not include any financial information. Any Technical Proposal containing financial information shall be declared non-responsive.
- (b) For projects on a staff-time basis, the estimated number of professional staff-months specified in the BDS shall be complied with. Bids shall, however, be based on the number of professional staff-months estimated by the Consultant.
- (c) Proposed professional staff must, at a minimum, have the experience indicated in the BDS/ TOR, preferably working under conditions similar to those prevailing in the Republic of the Philippines.
- (d) No alternative professional staff shall be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.

The Technical Proposal shall contain the following information/ documents:

1. Technical Proposal Submission Form shall be the cover letter of the Technical Proposal, using the form prescribed in Section VII. Bidding Forms (TPF 1);
2. Bid security as prescribed in Section 27 of RA 9184;
3. Information indicated in the paragraphs below must be provided by the Consultant and each partner and/or subconsultant, if any, following the formats described in the Technical Proposal Forms:
 - a. A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature as required in form TPF 2.
 - b. Comments, if any, on the TOR (TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity) to improve performance in carrying out the Project.
 - c. A concise, complete, and logical description of how the Consultant’s team shall carry out the services to meet all requirements of the TOR using TPF 4.
 - d. An organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project using TPF 5. Team Composition and Task.
 - e. The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff. Only one duly notarized CV for each consultant involved in the Project may be submitted for each position.
 - f. The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert:
 - (f.1) is proposed for a domestic position but is not a Filipino citizen;
 - (f.2) failed to state nationality on the CV; or
 - (f.3) the CV is not signed in accordance with paragraph (v) above.

- g. A Time Schedule (TPF 7. Time Schedule for Professional Personnel) indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
 - h. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR using TPF 8. Activity (Work) Schedule.
4. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 9using the Revised Forms

Note: The numerical weight and the minimum required St for each criterion are as follows: Technical Proposal= 80%

The minimum St required to pass is 80%

The Financial Proposal shall contain the following information/ documents:

The Financial Proposal requires completion of six (6) forms, particularly:

- 1. FPF1-Financial Proposal Submission Form should form the covering letter of the Financial Proposal.
- 2. FPF 2- Summary of Costs
- 3. FPF 3- Breakdown of Price per Activity
- 4. FPF 4- Breakdown of Remuneration per Activity
- 5. FPF 5- Reimbursables per Activity
- 6. FPF 6- Miscellaneous Expenses, relate to the costs of consulting services under two distinct categories, namely: (a) Remuneration; and (b) Reimbursable Expenditures.

For detailed information on the required documents, please refer to the bidding document. Bidder shall use the appropriate forms provided in Section VII. Bidding Forms of the bidding document (no substitute form shall be accepted 16.2).

Form of Bid Security	Amount of Bid Security (Not less than the required Percentage of the ABC)
Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	Two percent (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.	Two percent (2%)
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%)
Bid Securing Declaration (Signed and Notarized)	

NOTE: Bidders SHALL use ATTACHED template of Bid Securing Declaration

Other forms of Bid Securing Declaration will NOT BE ACCEPTED and SHALL BE RATED “FAILED”.

Sealing and marking of bid proposal- The bidder shall submit:

- 1. One (1) ORIGINAL COPY.
- 2. One (1) DUPLICATE COPY.
- 3. One (1) PDF COPY in a USB – to be placed inside the Duplicate Copy of Technical Proposal and Duplicate Copy of Financial Proposal.

NOTE:

- ✓ All photocopied documents must be stamped and signed “Certified True Copy”.
- ✓ And all pages/documents shall be duly signed by the authorized representative (both original and duplicate copies). Failure to do so shall be a ground for the rejection of the bid 16.4.
- ✓ For easy reference, all bidders are requested to provide dog-ear codes/ tabs in the presentation of their documents.

Reminders:

- ✓ Bidders’ responsibility to read, study, and review the Bidding Document and Bid Bulletin/s of the procurement project.
- ✓ Further clarification/s on the Bidding Document shall be in writing and must be submitted 10 days before the Opening of Bids.
- ✓ All bidders who wish to join the bidding shall download the attached document from PhilGEPS website to be included in the Document Request List (DRL).
- ✓ Bidders may download the updated Bidding Forms at GPPB Website (<https://www.gppb.gov.ph/downloadables.php>).
- ✓ Authorization letter and a copy of company ID shall be presented by the Representative of the Bidder who will submit the bid proposal and who will attend the Opening of Bids, on-site or online.
- ✓ In case of withdrawal of a submitted bid, a letter stating their intention to withdraw from the project should be submitted by the bidder no later than the scheduled deadline of submission and opening of bids.
- ✓ Bidders declared to have the Highest Rated Bid (HRB) will be subject for post-qualification.
- ✓ Bidders shall submit the additional requirements listed on the NOTICE as Highest Rated Bid (HRB) within five (5) calendar days from receipt of Notice. *Non-compliance can be grounds for post-disqualification.*

Deadline of Submission of Bid Proposal:	December 4, 2023- 9:00AM
Opening of Technical Proposal:	December 4, 2023- 9:30AM
Opening of Financial Proposal:	December 7, 2023- 9:0AM

For guidance and information of all concerned.

(Sgd)DENISE A. SOLANO
BAC Chairperson



CERTIFICATE OF SITE INSPECTION

THIS IS TO CERTIFY THAT, the _____ conducted
Site inspection on _____
as a technical requirement for the conduct of public bidding under the project *“Professional Service to provide Detailed Engineering Design Plans for the construction of Customer Centers for Regional Soils Laboratories, BSWM PD1435Bldg., Soils Laboratory and Admin Bldg. for BSWM Research Stations- IB NO: BSWM-2023-10-062”*.

This certification is issued to facilitate the procurement process of the above-mentioned project.

Name and Designation of Authorized Representative

BSWM Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of Bid Security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S

BID SECURING DECLARATION

Project Identification No.: [Insert number]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We shall furnish the required performance security within ten (10) calendar days in/ Case of receipt of Notice of Award (pursuant to GPPB Circular No. 04-2020 and GPPB Resolution No. 16-2020).
3. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
4. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this _____ day
of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. 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;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project

Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]