



BIDS AND AWARDS COMMITTEE (BAC) II

PROJECT : HIRING OF CONSULTANT TO CONDUCT OF THE HIGHEST AND BEST USE (HABU)STUDY WITH VALUATION OF DEVELOPMENT AND USUFRUCTUARY RIGHTS (DUR) AND CRAFTING OF THE TERMS OF REFERENCE (TOR) FOR THE DEVELOPMENT OF SSS PRIME INVESTMENT PROPERTIES (IPs)

INP NO. : INP-CONSULTANCY 2021-001

SUBJECT : BID BULLETIN NO. 1

DATE : 08 April 2021

Details of the bidding, as advertised:

Advertisement:	Posting at Websites & Conspicuous Places – March 20 to 22, 2020
Approved Budget for the Contract (ABC) and Source of Fund	Lot 1 - P4,150,000.00 Lot 2 - P4,200,000.00 COB -MOOE
Delivery Period	100 calendar days upon receipt of the Notice to Proceed

This addendum/Bid Bulletin No. 1 is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the negotiation of Technical and Financial Requirements on 24 March 2021.

1. Schedule of activities as discussed during the Presentation of the Technical and Financial Requirements:

- Issuance of Bid Bulletin No. 1: Tuesday, 6 April 2021
- **Submission and opening of Proposal: Wednesday, 28 April 2021, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

Revised Schedule:

- **Issuance of Bid Bulletin: Thursday, 08 April 2021**
- **Submission and Opening of Proposal: Wednesday, 28 April 2021, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

Late submission shall mean automatic disqualification.

2. Final Terms of Reference (TOR) – Annex “A”

3. Documentary Requirements

A. Legal Documents

1. PhilGEPS Certificate of Registration and Membership
2. Bid Security (2% of the ABC for Cash or Manager's/Cashier's Check payable to SSS or Bank Draft of the ABC, 5% of the ABC for Surety Bond or Bid Securing Declaration (form supplied) **and a copy of the Authority to Notarize from the Notary Public**)

3. Omnibus Sworn Statement (form supplied) **and a copy of the Authority to Notarize from the Notary Public)**

B. Technical Documents

1. Statement of On-going, Completed and Similar Government and/or Private Contracts within 10 years prior to the submission and opening of bids (form supplied)
2. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are qualified professionals.
3. Description of the Methodology and Work Plan for Performing the Project (form supplied)
4. Team Composition and Task Projects including organizational chart indicating relationship amongst the Consultant (form supplied)
5. Curriculum Vitae of the Team Composition (form supplied)

C. Financial Documents

1. Financial Proposal Submission Form
4. All documents that need notarization should be notarized by the Notary Public himself/herself who has the authority to do so for the current year **and a copy of the Authority to Notarize from the Notary Public must be submitted.**
5. Bidder must sign on each and every page of the Bid Proposal.
6. **Evaluation of the documents submitted shall be done using the following criteria:**

Technical Proposal - 85%

1. Experience and Capability of Consultant (60 points)
 - a. Overall experience of firm
 - HABU Study *
 - Valuation of DUR *
 - Crafting of TOR
 - Other Similar/Related Study

* mandatory requirement

While experience in crafting Terms of Reference (TOR) and other similar/related study are not mandatory requirements, it shall be given points during the evaluation.

- b. Length of existence of consultancy firm
 - 10 years and above
 - 5 to 9 years
2. Quality of Personnel (30 points)
 - a. length of service
 - b. educational attainment
 - c. training and seminars
3. Plan of Approach and Methodology (10 points)

- a. Project Background and Objectives
- b. Description of Methodology
 - Substance of the proposal
 - Interpretation of project problems and solutions
 - Completeness of the proposal
 - Clarity to methods and approaches
- c. Time Schedule/Delivery Period
 - Presentation of time schedule/delivery activity
 - Clarity and completeness
- d. Manpower/Key Personnel
 - HABU study
 - Valuation of DUR
 - Crafting of TOR

Financial Proposal - 15%

The award of the project shall be given to the consultant with the Highest Rated and Responsive Bid.

Prepared by:

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 Concurrent Acting CEO IV
 Administrative Support Section
 BAC Secretariat Department

Concurred by:

AMADO GREGORIO P. SOPECO
 Chairperson, TWG

Approved by:

ELVIRA G. ALCANTARA-RESARE
 Executive Vice-President & Chairperson
 Bids and Awards Committee II

Annex "A"
BAC Resolution No. BB-2021-021
 dated 08 April 2021