

**PROJECT: CONSULTANCY SERVICES FOR THE ARCHITECTURAL AND ENGINEERING DESIGN FOR MAIN OFFICE ANNEX AND PARKING BUILDING**

**QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:**

	<b>Query/Clarifications</b>	<b>TWG/BAC Reply</b>
1	Regarding the TPF6/Curriculum Vitae (CV), is the Bids and Awards Committee accepting electronic signatures for the signatures of the key personnel? Or wet ink is required?	Electronic signature is acceptable.
2	Regarding the requirements for Bill of Quantities (BoQ), is it required for us to indicate the detailed unit price analysis or DUPA? Or is it just BOQ?	Yes. DUPA is required in the scope of services.
3	<p>Terms of Reference</p> <p>In the construction administration, there is a non-full-time indicated, clause item 5.4.7, that we need to assign a site engineer or architect who is required to make exhaustive and periodic on-site supervision/inspections at least once a week or the need arises. Which one will govern, shall it be finalized that the requirement should be weekly for the site architect?</p>	Our minimum requirement for on-site supervision/inspection by the A&E Consultant's Site Engineer or Architect is at least once a week.
4	Regarding the schematic design phase, we are required to submit 3 different schematics designs, are we talking about 3 different schemes of floor plans and 3 different schemes of façade concepts or is it only the façade concepts that vary?	You may submit 3 schematic designs with 3 different floor plans and 3 different façade concepts or you may submit one floor plan with 3 façade concepts although the floor plan should follow the façade concept and vice versa
5	We were looking at the site development, and we just could not approximate, but for 500 parking, we are considering passive parking or mechanical, these kinds of	Yes.

	approach, can it be decided during the engagement?	
6	After this pre-bid conference, will the Bids and Awards Committee be sending minutes of the meeting?	Yes, we will issue a bid bulletin that indicates the discussions today and the final lists of requirements for the project.
7	Regarding the requirements for the support staff, are we to submit CVs only or will there be additional required attachments for the support staff?	We only require CVs for the support staff. We also require that consultants submit the list of all technical and professional personnel that are employed by the Consultant either as regular or on a per project basis
8	Is there a minimum/maximum number of staff?	None.
9	On the construction stage, you mentioned that this is a non-full-time, and the months will be based on the design of the consultants, do we have a specific number of months to be set? We may need that information for our proposal to be referenced.	The duration of the construction stage will be based on the submitted design of the consultant
10	On the minimum lot area and minimum, space requirements, by minimum, does it mean we can extend or go beyond the allotted area?	Yes, we can go beyond/extend the allotted area as long as it is compliant with laws, guidelines and standards being applied to the area.
11	If the floor area is increased by more than 10%, will there be an adjustment for the fees?	Since this is a government consultancy project, adjustment of fees is not allowed. Contract price is fixed.
12	Is there an approximate area for the landscape and interior design?	We do not have a set area for the landscape or interior design.
13	Regarding section 6.3.20 of the TOR, once awarded, the intellectual property rights will now be granted/owned by SSS?	Yes.
14	Regarding the financial proposal, on page 32, under BDS, there are only 4 forms that we need to submit but on page 15, there are 6 forms. Which one are we going to follow?	On page 15, the Eligibility Data Sheet is the standard requirement per RA 9184.  On the Bid Data Sheet, this is the

	Can we clarify?	requirement specific for the project. So, what will prevail is the one on the bid data sheet and we will include this in the bid bulletin.
15	In the submission of the construction reports, how many copies should be submitted?	3 copies
16	Regarding the submission of the walk-through visual presentation under schematic design, as per the TOR, a walk-through visual presentation that we are going to use is the shortlisted design scheme, when should we have this submitted? We may need to have what would the approved scheme be so we can start on the visual presentation. Will there be a separate timeline? With the schematic design phase, there is a part that states SSS will have to approve and select one schematic design submitted.	<p>Walk-thru visual presentation showing exterior and interior views of the building and the site development is required for each of the three (3) schematic design to be submitted.</p> <p>This is not on a separate timeline and should be submitted along with the 3 schematic design studies and all 3 schemes will be presented to the SSS Management for approval.</p> <p>To revise 6.1.10 of the Terms of Reference to:</p> <p>“6.1.10. Walk-thru visual presentation showing exterior and interior views of the building and the site development. (in mp4 or other similar format)”</p>
17	Is there a date for the financial and technical submission?	Thursday, October 26, 2023, 2 p.m.
18	When can we expect the issuance of the bid bulletin?	Thursday, October 19, 2023
19	Is the winning firm required to get assistance for the green building to comply with the Quezon City government’s ordinance? Would the consultant be assisting in its application?	Yes.
20	Regarding the interior design, is the procuring entity expected to be the consultant to deliver up to contract documents by interior or up to schematic design? It is also indicated in the documents that interior design is up to its design development. Is this conceptual and	It includes detailed interior design.

	schematic only or does it include the detailed interior design?	
21	Based on the presentation, it was indicated that we should submit 3 sets/copies of documents but in the bid data sheet, it was indicated that one should be marked as original and 4 envelopes marked as copies, technically five sets. Should we follow the BDS?	<p>Only three (3) sets are required.</p> <p>To revise Bid Data Sheet ITB Clause 17.3 to</p> <p>“Each bidder shall submit three (3) sets.</p> <p>1. One (1) Envelope marked ORIGINAL; and</p> <p>2. Two (2) Envelopes marked COPY NO. _____.”</p>
22	Regarding the Secretary's Certificate, since it is not applicable to us, is partnership resolution acceptable?	Yes.

#### WRITTEN QUERIES:

	Query/Clarifications	TWG/BAC Reply
1	<p>#5.1.2 page 64</p> <p>Conducts engineering-related surveys (topographic, lot/land surveys and soils investigation)....</p> <p>Please clarify if this is correct that the consultancy contract included the conduct of the geodetic and geotechnical investigation (topographic survey and soils investigation),</p> <p>If this is included, are we allowed to sub-contracting for these particular services.</p>	<p>Yes this is included in the contract.</p> <p>Sub-contracting is not allowed. You may get services of external services providers.</p>
2	<p>5.1.3. page 64</p> <p>... The SSS Management will select and approve one design from three (3) schematic designs submitted by the Consultant ...</p> <p>How long will the approval of SSS</p>	<p>Once the Consultant has submitted the complete deliverables for the Schematic Design Phase, a presentation of the 3 schemes to the SSS roster of Architects and Engineers including SSS Management will be scheduled in which they will select one</p>

	Management, the approval should be on a timely manner so as not to cause delay on the project.	(1) Schematic Design which will be recommended and presented to the PCEO/SSS Commission and/or ManComm for approval.
3	5.1.5. page 64 ... Prepares the visual presentation and documents...  Will the visual presentation including the walk-through be required for all three (3) proposed schematic designs?	Yes, visual presentation including walk-through is required for all three (3) proposed schematic designs.
4	5.4.7. page 65 Site Engineer/Architect to monitor general progress and quality of work and determine whether the work is proceeding...  The periodic site-visits to check conformity of the project construction with the design plans are standard practice, however it must be noted that the project manager/construction manager shall be responsible for the overall construction work including quality of work.	Yes, the project manager/construction manager shall be responsible for the overall construction work including quality of work.  However, A&E Consultant's Site Engineer/Architect, as part of standard practice, must not only check conformity of the construction with the design plans but also serve as another layer of check and balances for work, materials, defect and deficiencies that are noted in the contractor's work not in conformity with the contract documents
5	On the technical proposal submission  Is there a required format for the CV of the supporting staff?	None
6	On the preparation of Walk-thru Visual Presentation during Schematic Design  "6.1.10 Walk-thru visual presentation showing exterior and interior views of the building and the site development for the shortlisted scheme will be endorsed for SSS PCEO approval (in mp4 or other similar format)"  Should this be on a separate timeline? As stated on Section 5.1.3	Walk-thru visual presentation showing exterior and interior views of the building and the site development is required for each of the three (3) schematic design to be submitted.  This is not on a separate timeline and should be submitted along with the 3 schematic design studies.  To revise 6.1.10 of the Terms of Reference to:  "6.1.10. Walk-thru visual presentation

	<p>of the Terms of Reference under Scope of Services for Schematic Design Phase, we are to provide three (3) schematic design studies and SSS will approve one design from it prior to proceeding to the next phase. For the walk-thru visual presentation, as stated on Section 6.1.10 of the Terms of Reference (ToR) under deliverables – Schematic Design Phase, the shortlisted design scheme will be the one to use for the walk-thru which will commence after the selection and approval among three (3) design schemes submitted. It is not clear whether this should be on the same timeline for the Schematic Design Phase.</p> <p>“5.1.3. Prepares three (3) schematic design studies reflective of the requirements of SSS for the proposed Annex and Parking Building. The SSS Management will select and approve one design from the three (3) schematic designs submitted by the Consultant prior to proceeding to the next phase.”</p>	<p>showing exterior and interior views of the building and the site development. (in mp4 or other similar format)”</p>
7	<p>On the submission of monthly reports during the Construction Phase</p> <p>May we ask how many copies of the monthly report will be required from the Design Consultant to submit during the construction phase?</p>	<p>3 copies</p>
8	<p>On the authorized signatory</p> <p>Can we use the electronic signature of our authorized signatory /representative in our technical and financial proposals?</p>	<p>Original documents that needed to be notarized should have wet signature.</p>
9	<p>We would like to request a copy of the minutes of the meeting (of pre-bid conference)</p>	<p>Copy of minutes is sent to shortlisted bidders together with this document.</p>