



BIDS AND AWARDS COMMITTEE I

Supplemental/Bid Bulletin No. 1

**CONSULTING SERVICES FOR THE ORGANIZATIONAL DEVELOPMENT OF
THE FOOD AND DRUG ADMINISTRATION (FDA)**

**Bid Reference No. GPG-B1-2018-262
Approved Budget for the Contract – P14,356,814.70**

This **Supplemental/Bid Bulletin No. 1** is being issued to amend some provisions of the Bidding Documents and response to queries raised by suppliers during the Preliminary Conference on 13 November 2018

A) AMENDMENT TO BIDDING DOCUMENTS

FROM			TO		
PART I.					
SECTION III. Eligibility Data Sheet (EDS)					
Under Clause 9.2					
Detailed Evaluation Criteria and Scoring for Eligibility and Shortlisting					
Applicable experience of the consulting firm/consultants			Applicable experience of the consulting firm/consultants		
Criteria	Points	Percentage Weight	Criteria	Points	Percentage Weight
1. Years of operation	9 years and above: 10 points 6 to 8 years: 9 points 5 years: 7 points Less than 5 years: 0	10%	1. Years of operation (in case of Joint Venture, this requirement shall be submitted by the CSC accredited institution)	9 years and above: 10 points 6 to 8 years: 9 points 5 years: 7 points Less than 5 years: 0	10%
2. Clientele within the last 5 years	6 clients and up: 10 points 4 to 5 clients and up: 8 points 3 clients: 6 points below 3 clients: 5 points	10%	2. Clientele within the last 5 years (in case of Joint Venture, this requirement shall be submitted by the CSC accredited institution)	6 clients and up: 10 points 4 to 5 clients and up: 8 points 3 clients: 6 points below 3 clients: 5 points	10%

3. Completed Similar Project / Output of HR/OD in any government agency with Approval of Civil Service Commission (CSC) within the last 5 years	3 projects and up: 20 points 2 projects: 15 points 1 project: 13 points	20%	3. Completed Similar Project / Output of HR/OD in any government agency with Approval of Civil Service Commission (CSC) within the last 5 years	3 projects and up: 20 points 2 projects: 15 points 1 project: 13 points	20%
4. Network relevant to HR/OD experts locally and/or internationally	3 collaborative projects/membership in a relevant HR/OD industry association: 10 points 2 collaborative projects/membership in a relevant HR/OD industry association: 5 points 1 collaborative projects/membership in a relevant HR/OD industry association: 2 points	10%	4. Network relevant to HR/OD experts locally and/or internationally	3 collaborative projects/membership in a relevant HR/OD industry association: 10 points 2 collaborative projects/membership in a relevant HR/OD industry association: 5 points 1 collaborative projects/membership in a relevant HR/OD industry association: 2 points	10%
5. CSC-accredited learning and development institution	Accredited: 10 points Not accredited: 0 points	10%	5. CSC-accredited learning and development institution	Accredited: 10 points Not accredited: 0 points	10%
6. Years of operation	9 years and above: 10 points 6 to 8 years: 9 points 5 years: 7 points Less than 5 years: 0	10%	6. Years of operation	9 years and above: 10 points 6 to 8 years: 9 points 5 years: 7 points Less than 5 years: 0	10%
Qualification of Team Leader			Qualification of Team Leader		
1. Educational Attainment - 10	Relevant Doctor's Degree: 10 points Relevant Master's degree: 7 points Relevant Bachelor's Degree minimum requirement: 5 points	10%	1. Educational Attainment - 10	Relevant Doctor's Degree: 10 points Relevant Master's degree: 7 points Relevant Bachelor's Degree minimum requirement: 5 points	10%

2. Projects Handled and Experience (Knowledgeable and experienced with PAHRODF and CSC PRIME-HRM)	With experience in using the Organizational Assessment Framework of the PAHRODF and/or CSC PRIME-HRM for a national government organization		30%	2. Projects Handled and Experience (Knowledgeable and experienced with PAHRODF and CSC PRIME-HRM)	With experience in using the Organizational Assessment Framework of the PAHRODF and/or CSC PRIME-HRM for a national government organization		30%
	Expectation	Score			Expectation	Score	
	4 and above no. of clients	30			4 and above no. of clients	30	
	2 to 3 no. of clients	20			2 to 3 no. of clients	20	
	1 client only	5			1 client only	5	
	No client	0			No client	0	

B) REPLY TO QUERIES

Query from Human Capital Asia, Inc.	
QUERY 1	May we confirm if we have to pay Php 14,000.00 in cash to avail the TOR for Org Development project in FDA? If we obtained the Bidding Documents via PhilGEPS, are we still required to pay the said amount? Will 'no payment of bidding documents' constitute disqualification?
REPLY 1	Payment for bidding documents will be required prior to submission of Technical and Financial bids. However, bidders may submit their Expression of Interest and Eligibility Documents before buying the bidding documents.

Please submit all other required documents for the Submission of Expression of Interest and Eligibility Documents and Opening of Eligibility Documents scheduled on 29 November 2018, 10:00AM. Also please use the Revised Checklist of Requirements as guide/reference.

This Supplemental/Bid Bulletin 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 19^h day of November 2018 in Makati City.

Reviewed and Approved by:

(SGD)ATTY. MA. VICTORIA C. MAGCASE
Chairperson, Bids and Awards Committee – I

(SGD)ATTY. MA. GUDELIA C. GUESE
Vice Chairman

(SGD)CHRISTABELLE P. EBRIEGA
Member

(SGD)MYRA CHITELLA T. ALVAREZ
Member

(SGD)DAVID A. INOCENCIO
Member

Concurred by:

(SGD)ATTY. MICHELLE ANNE LAPUZ
Provisional Member- FDA

Received by:	
_____ (SIGNATURE OVER PRINTED NAME & DATE)	_____ NAME OF COMPANY
(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE PITC BAC-I)	

PITC BIDS AND AWARDS COMMITTEE I		
CHECKLIST OF REQUIREMENTS (ELIGIBILITY, TECHNICAL AND FINANCIAL DOCUMENTS)		
Name of Company:		
Project:	Consulting Services for the Organizational Development of the Food and Drug Administration (FDA)	
Bid Ref. No.	GPG-B1-2018-262	
Approved Budget for the Contract:	₱ 14,356,814.70	
Ref. No.	Particulars	
PART I: ELIGIBILITY REQUIREMENTS		
	CLASS "A" DOCUMENTS	
2.1(a)(i)	Eligibility Documents Submission Form (Expression of Interest), format per Annex I-A	
2.1(a)(ii)	Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;	
2.1(a)(iii)	Valid and Current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas;	
2.1(a)(iv)	Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;	
2.1(a)(v)	Copy of Audited Financial Statements for 2017 and 2016 (in comparative form or separate reports): a. Independent Auditor's Report; b. Balance Sheet (Statement of Financial Position); and c. Income Statement (Statement of Comprehensive Income).	
<p><u>OR</u> Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A in lieu of items (i), (ii) and (iii) above.</p> <p>*Note: Bidder must ensure that all Class "A" Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including the Financial Statements or Annual Report for 2017 and 2016 (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.</p> <p>Registration and Membership (Platinum) are updated/valid. Otherwise, the updated document must be submitted together with the PhilGEPS Certificate of Platinum Membership.</p>		

2.1(a) (vi)	<p>Statement of all its Contracts (Local and International), as follows (Annex I-B):</p> <p>(vi.a) ALL ON-GOING CONTRACTS including contracts awarded but not yet started, if any, with the following attachments:</p> <ul style="list-style-type: none"> • Copies of contracts (or equivalent documents containing scope of work and Contract value) signed by the contracting parties ; <u>OR</u> • End-User / Client Certification on the Detailed Scope of Work to be undertaken AND the Contract Value <p>(vi.b) ALL COMPLETED CONTRACTS of “similar nature” or not as defined in the bidding documents with the following attachments:</p> <ul style="list-style-type: none"> • Copies of the contracts (or equivalent document containing scope of works signed by the contracting parties) <u>or</u> End-user/Client’s Certification on the Detailed Scope of Work Completed; <u>AND</u> • Copy of End User’s/Client Acceptance of the completed project <u>or</u> Copy of Official Receipt/s for the Completed Contracts. <p>(vi.c) ALL Completed Contracts with Similar Project / Output of HR/OD in any government agency with Approval of Civil Service Commission (CSC) within the last five (5) years</p> <ul style="list-style-type: none"> • Copies of the contracts (or equivalent document containing scope of works signed by the contracting parties) <u>or</u> End-user/Client’s Certification on the Detailed Scope of Work Completed; <u>AND</u> • Copy of End User’s/Client Acceptance of the completed project <u>or</u> Copy of Official Receipt/s for the Completed Contracts. 	
2.1(a) (vii)	<p>Statement of Single Largest Completed Contract of “Similar Nature” (as defined in the bidding documents) (Annex I-C).</p> <p>(vii.a) Certificate of Performance Evaluation showing a rating of at least Very Satisfactory issued by bidder’s client (Annex I-D). The Certificate/Rating must be signed by not less than the current Project Manager or supervising official of the project; <u>AND</u></p> <p>(vii.b) Copy of the contract or equivalent document containing scope of works and contract value signed by the contracting parties) <u>or</u> End-user’s/Client Certification on the Detailed Scope of Work Completed and Contract Value; <u>AND</u></p> <p>(vii.c) Copy of End User’s/Client Acceptance of the completed project <u>OR</u> Copy of Official Receipt/s for the Completed Contract.</p>	

2.1(a) (viii)	<p>Duly completed and signed Certificate of NFCC computation (Annex E)</p> <p>Formula for Computation: NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. <i>The value of the bidder's Current Assets and Current Liabilities refers to the values of the current assets and liabilities reflected in the submitted Annual Income Tax Return and Audited Financial Statements filed through the BIR's Electronic Filing and Payment System (eFPS).</i> 2. <i>The Value of all outstanding or uncompleted contracts refers to those listed in Annex I.</i> 3. <i>The detailed computation must be shown using the formula as provided above</i> 	
2.1(a) (ix)	Statement of the Consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including the Team Leader's curriculum vitae (CV) (Annex I-F);	
2.1(a) (x)	Certificate of Partnership / Membership in Organizational Development / Human Resource Groups OR Certificate of Participation on Collaborative Projects on Organizational Development / Human Resource	
2.1(a) (xi)	Certification from Civil Service Commission (CSC) as an accredited learning and development institution	
2.1(a) (xii)	<p>Proof of Authority of the designated representative/s for purposes of this bidding.</p> <p>(a) <u>For sole proprietorship if owner opts to designate a representative/s</u> Duly notarized Special Power of Attorney, OR</p> <p>(b) <u>For corporation, cooperative or the members of the joint venture</u> - Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Provided that in the case of unincorporated joint venture, each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>	

Class “B” Document (For Joint Venture)

The participating entities entering a Joint Venture Agreement (JVA) are to be treated as a single entity and shall be jointly and severally responsible or liable for the obligations and liabilities incurred by any partner to the JV pertinent to the project requirements. Hence, any Blacklisting Order and/or overdue deliveries intended for end-user or PITC shall apply to the JVA as the JV is deemed as one bidder.

a) For Joint Venture, Bidder to submit either:

- (i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or
- (ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture signed by all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. **(Annex I-G)**
In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i) of the 2016 Revised IRR of RA 9184]

The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex III) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.

b) For Joint Venture Partner, must submit the following:

Local JV Partner

- (i) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;
- (ii) Valid and Current Business/Mayor’s Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas;
- (iii) Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Foreign JV Partner

- (i) Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based;
- (ii) Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

NOTE:

*** The following Eligibility – Technical and Eligibility – Financial Documents may be submitted by only ONE of the parties to the JV:**

- 1. Statement of all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid. (Annex I);
- 2. Statement of Single Largest Completed Contract similar to the contract to be bid within the last five (5) years from date of submission and receipt of bids equivalent to at least **fifty percent (50%)** of the total ABC (Annex I-A)

“Similar contract” shall mean Consulting Services for Organizational Development.

Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:

- (a) Copy of End User's Acceptance; or
 - (b) Copy of Official Receipt/s; or
 - (c) Copy of Sales Invoice with Collection Receipt/s
- 3. Copy of Audited Financial Statements for 2017 and 2016 (in comparative form or separate reports):
 - (a) Independent Auditor's Report;
 - (b) Balance Sheet (Statement of Financial Position); and
 - (c) Income Statement (Statement of Comprehensive Income).

Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.

- 4. Duly signed Net Financial Contracting Capacity (NFCC) per **Annex II**, in accordance with ITB Clause 5.5.

OR

Submission of valid and current **PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A.**

*Note: Bidder must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including:

For Local JV Partner: Audited Financial Statements for **2017 and 2016** (stamped received by the BIR or its duly accredited authorized institutions) together with the Platinum Registration

For Foreign JV Partner: Corporate Financial Statement or Annual Report for **2017 and 2016.**

In case the JV Partners opt to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. “GPPB Circular 07-2017 dated 31 July 2017”

For other required Class “A” Eligibility Documents, submission by any of the partner(s) constitutes collective compliance.

PART II: TECHNICAL AND FINANCIAL PROPOSALS/DOCUMENTS		
	TECHNICAL PROPOSALS/DOCUMENTS	
(i)	Technical Proposal Submission Form (Annex II-A)	
(ii)	<p>Bid security must be issued in favor of the Philippine International Trading Corporation, in any of the following forms:</p> <ul style="list-style-type: none"> a) Bid Securing Declaration (Annex III); b) Cash or Cashier's Check or Manager's Check equivalent to at least 2% of the ABC in the amount of ₱ 287,136.29 (must be issued by a Local Universal or Local Commercial Bank); c) Bank Guarantee/Bank Draft of Irrevocable LC equivalent to at least 2% of the ABC in the amount of ₱ 287,136.29; d) Surety Bond callable upon demand equivalent to at least 5% of the ABC in the amount of ₱ 717,840.74 	
(iii)	Duly signed and Conformed Terms of Reference (Annex II-B)	
	Consultant's Reference (Annex II-C)	
	Recommendations of the Consultants on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity (Annex II-D)	
	Description of the Methodology and Work Plan for Performing the Project (Annex II-E)	
	Team Composition and Tasks (Annex II-F)	
	Time Schedule for Professional Personnel (Annex II-G)	
	Activity (Work) Schedule (Annex II-H)	
(iv)	<p>Copy of Proof of Authority of the designated representative/s for purposes of this bidding <u>(which must be the same as submitted with Eligibility documents)</u>.</p> <ul style="list-style-type: none"> (a) <u>For sole proprietorship if owner opts to designate representative/s</u> - Duly notarized Special Power of Attorney - For sole proprietorship if owner opts to designate representative/s; OR (b) <u>For corporation, cooperative or the members of the joint venture</u>- Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>Provided that in the case of unincorporated joint venture, each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>	

(vii)	<p>Omnibus Sworn Statements (Annex IV)</p> <ul style="list-style-type: none"> (a) Authority of the designated representative (b) Non-inclusion in blacklist or under suspension status (c) Authenticity of Submitted Documents (d) Authority to validate Submitted Documents (e) Disclosure of Relations (f) Compliance with existing labor laws and standards (g) Bidders Responsibilities (h) Did not pay any form of consideration 	
11.2	FINANCIAL PROPOSALS/DOCUMENTS	
	<p>The following Financial Proposal Forms need to be accomplished and submitted:</p> <ul style="list-style-type: none"> 1. Financial Proposal Submission Form (Annex V-A) Detailed Financial Proposal (Annex V-A1) 2. Summary of Costs (Annex V-B) 3. Breakdown of Price per Activity (Annex V-C) 4. Breakdown of Remuneration per Activity (Annex VI-D) 5. Reimbursable per Activity (Annex V-E) 6. Miscellaneous Expenses (Annex V-F) 	
<p>Note: In case of inconsistency between the checklist of documents for bidders and the provisions Instruction to Bidders, Instruction to Bidders shall prevail.</p>		