

BID BULLETIN NO. 01

14 September 2023

This Bid Bulletin is issued to amend/supplement/clarify items and shall be an integral part of the Bidding Documents of the stated procurement below.

Please be informed of the following:

PROJECT : **Consulting Services for the Relocation Survey / Re-Establishment and Monumenting of the Corners of Open Spaces, Forest Areas, and Community Facilities within Scout Barrio Camp John Hay, Baguio City**

ABC : **Nine Hundred Sixty Thousand Pesos (PHP 960,000.00)**

PAP Code : **CON-3**

| REFERENCE/S | AS POSTED | AMENDED TO |
|--------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------|
| Bidding Documents Part 1 | Request for Expression of Interest | Revised Request for Expression of Interest as attached (Items 7 and 8) |
| <i>Attached is the revised Request for Expression of Interest</i> | | |

For the guidance and information of all concerned.

Thank you.

Truly yours,

(SGD.) JANE THERESA G. TABALINGCOS
Chairperson, Bids and Awards Committee

John Hay Management Corporation

REQUEST FOR EXPRESSION OF INTEREST

RELOCATION SURVEY / RE-ESTABLISHMENT AND MONUMENTING OF THE CORNERS OF OPEN SPACES, FOREST AREAS, AND COMMUNITY FACILITIES WITHIN SCOUT BARRIO CAMP JOHN HAY, BAGUIO CITY

1. JOHN HAY MANAGEMENT CORPORATION (JHMC), through the *COB 2023* intends to apply the sum of **Nine Hundred Sixty Thousand Pesos and 0/100 (PHP 960,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Consulting Services for the Relocation Survey / Re-Establishment and Monumenting of the Corners of Open Spaces, Forest Areas, and Community Facilities within Scout Barrio Camp John Hay, Baguio City**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. *JHMC* now calls for the submission of eligibility documents for **Consulting Services for the Relocation Survey / Re-Establishment and Monumenting of the Corners of Open Spaces, Forest Areas, and Community Facilities within Scout Barrio Camp John Hay, Baguio City**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **20 September 2023, 9:30 AM** at the **JHMC Office Building, Camp John Hay, Baguio City**. The preferred submission shall be through electronic or manual means and strictly not a combination of both.

For manual submission, prospective bidders must submit one (1) original and two (2) copies of eligibility documents at the **JHMC Office Building, Camp John Hay, Baguio City**. Lacking or additional documents not included in the sealed envelopes shall not be accepted.

Submission of eligibility documents may be done through electronic means, provided that:

- a. The file must be password protected to ensure the security, integrity, and confidentiality of the eligibility documents;
- b. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting, or similar technology; and
- c. The complete documents shall be emailed to **bac@jhmc.com.ph**

Refer to Section 26 of RA 9184 and its IRR for modification or withdrawal of eligibility documents.

Late submissions shall not be accepted.

3. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion in accordance with Section II of Bidding Documents.
4. The bidding consultant must have the following minimum qualifications:

The consultant must be in the business of providing Land Surveying services for at least three (3) years. In the case of joint ventures, each company should have at least three (3) years of business operation;

The minimum required experience of the proposed professional staff is as follows:

| Personnel | Qualification | Number |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Project Manager | <ul style="list-style-type: none"> • Licensed Geodetic Engineer with at least five (5) years of experience in a surveying project • A member of good standing in GEP | 1 |
| Chief of Party | <ul style="list-style-type: none"> • Licensed Geodetic Engineer with at least three (3) years of experience in a surveying project • A member of good standing in GEP | 1 |
| Instrument Person | <ul style="list-style-type: none"> • Geodetic Engineer | 1 |
| Researcher | <ul style="list-style-type: none"> • Graduate of any 4-year course | 1 |
| Cartographer/ CAD Operator | <ul style="list-style-type: none"> • Graduate of any 4-year course | 1 |
| Survey Aide | <ul style="list-style-type: none"> • Graduate of B.S. Geodetic Engineering | 2 |

5. Interested bidders may obtain further information from the *JHMC BAC Secretariat* and inspect the Bidding Documents at the address given below from **11 October 2023 to 25 October 2023, 9:00 AM to 5:00 PM except Saturdays, Sundays, and Holidays.**
6. A complete set of Bidding Documents may be acquired by interested Bidders on **11 October 2023** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of PHP 1,000.00.

It may also be downloaded free of charge from the Philippine Government Electronic Procurement System (PhilGEPs) website and www.jhmc.com.ph provided that Bidders shall pay the applicable fee for the Bidding Documents not later than submitting their bids.

Interested bidders may personally pay for Bidding Documents at the Finance Department, JHMC Office Building, Camp John Hay, Baguio City. They may also pay via electronic fund transfer or direct bank deposit using the following deposit details:

Payee Name: John Hay Management Corporation
 Depository Bank: Development Bank of the Philippines
 Session Road, Baguio City Branch
 Account Number: 0510-004308-031

7. The BAC shall draw up a short list of consultants from those who have submitted Expressions of Interest and/or Eligibility Documents and have been determined as eligible in accordance with the provisions of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act,” and its Implementing Rules and Regulations (IRR).
8. The shortlist may preferably consist of **five (5) prospective bidders** who will be entitled to submit bids. The criteria and rating system for shortlisting are:

| SHORTLISTING EVALUATION CRITERIA | PERCENT DISTRIBUTION |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| a. Applicable experience of the Consultant <i>Years of existence of the Firm:</i> <ul style="list-style-type: none"> • 5 Years = 15 % • 6 - 7 years = 20 % • 8 - 9 years = 25% • 10 - 12 Years = 30% • 13 - 14 Years = 45% • 15 Years and above = 50% | 50 % |
| b. Qualification of the principal and key personnel to be assigned to the project: <i>Years of Practice of each assigned position:</i> <ul style="list-style-type: none"> • 1-5 Years = 5% • 6 - 7 years = 10% • 8 - 9 years = 15 % • 10 - 12 Years = 20% • 13 - 14 Years = 25% • 15 Years and above = 30% | 30 % |
| c. Current workload relative to job capacity Number of on-going projects <ul style="list-style-type: none"> • 0 to 1 project = 20% • 2 projects = 15% • 3 projects or more = 10% | 20 % |
| TOTAL | 100 % |
| Percent Passing | not less than 70 % |

In the case of a **sole prospective bidder**, the same shall undergo an eligibility check and shortlisting process pursuant to Section 36 of the 2016 Revised IRR of RA 9184.

9. The JHMC shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure. The weights to be allocated for the Technical will be 80% and Financial Proposals 20%. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

10. Bidding will be conducted through open competitive bidding using a non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184 bidding and is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

Prospective Bidders who opt for video conferencing must inform the BAC Secretariat of their intent through the electronic mail address listed below. The Pre-Bid Conference is open to prospective bidders, but attendance is not mandatory.

11. JHMC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

DARWIN C. PEREZ
Head, BAC Secretariat
JHMC Office Building
Camp John Hay, Baguio City
Email: bac@jhmc.com.ph

(SGD.) JANE THERESA G. TABALINGCOS
Chairperson
JHMC Bids and Awards Committee