

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

Section III is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB, and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

- (a) Information that specifies and complements provisions of Section II must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.



Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is University of Science and Technology of Southern Philippines (USTP).</p> <p>The evaluation procedure is Quality Based Evaluation (QBE)</p> <p><i>QBE – (GoP) The Consultant achieving the highest Technical Score has its Financial Proposal opened and provided that it is within the ABC or cost estimate, which is disclosed in the Bidding Documents, is invited to negotiate a contract.</i></p>
1.2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GoP) through the <i>INCOME CY 2020</i></p> <p>The name of the project is Proposed Procurement for Consulting Services for the Geotechnical Investigations (Area Development Phase 1) of the Mindanao Science & Technology Park at USTP-Alubijid Campus.</p>
1.3	Soil Boring Test.
1.4	The Project shall not be phased.
5	No further instructions.
6.1	Subcontracting is not allowed.
6.2	Not applicable.
7.1	The Procuring Entity will hold a pre-bid conference for this Project on DECEMBER 07, 2020, 01:00 P.M. at Procurement Services, 2 nd Level, Gymnasium Lobby, USTP CDO, C.M. Recto Avenue, Lapasan, Cagayan de Oro City.
8.1	<p>The Procuring Entity's address is: <i>Procurement Services, 2nd Level, Gymnasium Lobby, USTP CDO, C.M. Recto Avenue, Lapasan, Cagayan de Oro City</i></p> <p>MS. MELANIE A. JALOVER Email: bacsec@ustp.edu.ph Website: www.ustp.edu.ph Telephone No. 856-1738 loc. 164 Telefax No. : 856-1739</p>
10.1 (b)	Not applicable.
10.1 (c)	<p>The minimum required experience of proposed professional staff is as follows:</p> <p>a. Project Manager. with at least ten (10) years of relevant experience in geotechnical investigations (licensed Civil Engineer and a practicing Geotechnical Engineer);</p>

	<ul style="list-style-type: none"> b. Geotechnical Engineer, with Five (5) years of accumulated experience in construction supervision (licensed Civil Engineer and a practicing Geotechnical Engineer); c. Safety Officer Two (2) year experience as a safety officer in the construction of an office building (Certified Health and Safety Officer); and d. Two (2) Line and Grade Surveyor, with at least five (5) years of relevant experience in projects involving slope stabilization and protection and other similar or comparable projects in different locations (licensed Civil/ Geodetic Engineer);
11.5	<i>The consultant shall be subject to Philippine taxes on amounts payable by USTP-CDO under the contract through mandated withholding tax authorities of specified percentages.</i>
11.7	The ABC is ONE MILLION EIGHT HUNDRED THOUSAND PESOS AND 00/100 (P 1, 800,000.00) ONLY . Any bid with a financial component exceeding this amount shall not be accepted.
13.1	The bid prices shall be quoted in Philippine Pesos.
13.3	No further instructions.
14.1	Bids will be valid until One Hundred Twenty (120) calendar days from the date of opening of proposal/bids.
15.1	<p>The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts:</p> <ul style="list-style-type: none"> 1. The amount of not less than 2% of ABC, if bid security is in cash, cashier's/ manager's check, bank draft/ guarantee or irrevocable letter of credit; or 2. The amount of not less than 5% of ABC, if bid security is in Surety Bond.
15.2	The bid security shall be valid within One Hundred Twenty (120) calendar days from the opening of bids.
15.5 (b) (iii)	No further instructions.
17.1	No further instructions.
17.3	Each bidder shall submit One (1) original and Two (2) copies of the first and second components of its bid. Failure to submit the required number of copies shall result to automatic disqualification.
18	<p>The address for submission of bids is <i>Procurement Services, 2nd Level Gymnasium Lobby, USTP CDO, C.Mrecto Avenue, Lapasan, Cagayan de Oro City.</i></p> <p>The deadline for submission of bids is DECEMBER 21, 2020, 10:00 A.M.</p>
21.2	<p>The address for opening of bids is <i>Procurement Services, 2nd Level Gymnasium Lobby, USTP CDO, C.Mrecto Avenue, Lapasan, Cagayan de Oro City.</i></p> <p>The date and time for opening of bids is DECEMBER 21, 2020, 10:00 A.M.</p>

22.1	No further instructions
	<p>The place of bid opening is <i>Procurement Services, 2nd Level, Gymnasium Lobby, USTP CDO, C.M. Recto Avenue, Lapasan, Cagayan de Oro City.</i></p> <p>The date and time of bid opening is DECEMBER 21, 2020, 10:00 A.M.</p>
25.1	<p>The following processes for the opening and evaluation of bids shall be adopted:</p> <ul style="list-style-type: none"> a) A two-stage procedure shall be adopted whereby each Consultant shall be required to submit his technical and financial proposals simultaneously in separate sealed envelopes. b) After receipt of bids, the technical proposals shall first be opened and evaluated, in accordance with ITB Clause 25.2. The BAC shall rank the consultants in descending order based on the numerical ratings of their technical proposals and identify the Highest Rated Bid: Provided, however, that the Highest Rated Bid shall pass the minimum score indicated therein. c) The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC. d) After approval by the HoPE of the Highest Rated Bid, its financial proposal shall be opened. The BAC shall, within three (3) calendar days, notify and invite the consultant with the Highest Rated Bid for the opening of financial proposal for the purpose of conducting negotiations with the said consultant. In the letter of notification, the BAC shall inform the consultant of the issues in the technical proposal the BAC may wish to clarify during negotiations. e) Negotiations shall be in accordance with ITB Clause 27, provided that the amount indicated in the financial envelope shall be made as the basis for negotiations and the total contract amount shall not exceed the amount indicated in the envelope and the ABC stated in ITB Clause 11.7.

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25.3	<p>The numerical weight and the minimum required Technical Score (St) for each criterion are as follows:</p> <table><tr><td></td><td>Numerical Weight</td><td>Minimum Required Score</td></tr><tr><td>a. Quality of personnel to be assigned to the Project which covers suitability of key staff to perform the duties for the project and general qualifications and competence including education and training of the key staff;</td><td>40%</td><td>40%</td></tr><tr><td>b. Experience and capability of the Consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/ impending projects and attention to be given by the consultant. The suitability of the Consultant to the Project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants; and</td><td>30%</td><td>30%</td></tr><tr><td>c. Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks and suggested solutions.</td><td>30%</td><td>30%</td></tr></table> <p>The minimum Technical Score (St) required to pass is 60%.</p> <p>The attention of the Consultant is drawn to Technical Proposal Forms – Bids must adhere to the maximum number of pages outlined in Clause 10.2 (b).</p>		Numerical Weight	Minimum Required Score	a. Quality of personnel to be assigned to the Project which covers suitability of key staff to perform the duties for the project and general qualifications and competence including education and training of the key staff;	40%	40%	b. Experience and capability of the Consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/ impending projects and attention to be given by the consultant. The suitability of the Consultant to the Project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants; and	30%	30%	c. Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks and suggested solutions.	30%	30%
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26.1	<p>The opening of Financial Proposals shall be on DECEMBER 23, 2020, 10:00 A.M. at <i>Procurement Services, 2nd Level, Gymnasium Lobby, USTP CDO, C.M. Recto Avenue, Lapasan, Cagayan de Oro City.</i></p>												

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26.2	<p>Only the Financial Proposal of the Consultant achieving the highest Technical Score (St) shall be opened by the BAC in the presence of the Consultants when the highest ranked firm is invited to negotiate its Bid and the contract on the basis of the Technical and Financial Proposals submitted in accordance with the instructions given in ITB Clause 25 and this <u>BDS</u>. The BAC shall determine whether the Financial Proposals are complete, i.e., whether all the documents mentioned in ITB Clause 11 are present and all items of the corresponding Technical Proposals that are required to be priced are so priced. If not, the Procuring Entity shall reject the Bid. The BAC shall correct any computational errors, and convert prices in various currencies to the Philippine Peso at the rate indicated in ITB Clause 13. The Financial Proposal shall exceed the ABC. The Bid shall be deemed to include the cost of all taxes, duties, fees, levies, and other charges imposed under the applicable laws.</p> <p>The negotiations shall be done in accordance with ITB Clause 27. Should these negotiations fail, the Financial Proposal of the Consultant achieving the second highest St shall be opened publicly in the presence of the Consultant and shall be invited to negotiate its Bid and the contract on the basis of the Technical and Financial Proposals submitted. If these negotiations still fail, then the same process is repeated for the next-in-rank Consultants until negotiations are successfully completed.</p>
27.1	The address for negotiations is <i>Procurement Services, 2nd Level, Gymnasium Lobby, USTP CDO, C. M. Recto Avenue, Lapasan, Cagayan de Oro City.</i>
27.2 (e)	Not applicable.
28.2	<i>No additional requirement.</i>
31.4.6	<i>No additional requirement.</i>
32.1	No further instructions.
33.2	The effective date of the contract is stated in the Notice to Proceed.

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