



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE

BAC Resolution No. SMC-PB-32-2023-CS

RESOLUTION RECOMMENDING AWARD OF CONTRACT TO THE BIDDER WITH THE SINGLE RATED AND RESPONSIVE BID FOR THE HIRING OF CONSULTANCY FIRM FOR THE PRE-CONSTRUCTION SERVICES FOR THE DFA RETROFITTING PROJECT

WHEREAS, the Department of Foreign Affairs (DFA) aims to hire a reputable Consultancy Firm with design, project scheduling, and quantity surveying experience that will provide the design update, design review, and quantity surveying services for the retrofitting of DFA Headquarters;

WHEREAS, the Department of Foreign Affairs–Bids and Awards Committee (DFA-BAC) advertised the Request for Expression of Interest (REI) for the abovementioned procurement project on 10 October 2023, and posted the same on the DFA and PhilGEPS websites and in a conspicuous place within the premises of the DFA for seven (7) consecutive calendar days;

WHEREAS, the DFA-BAC, through the FY 2022 Continuing Appropriations MOOE and FY 2023 MOOE, intends to apply the sum of Nine Million Seven Hundred Forty-Five Thousand Pesos Only (PhP 9,745,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Hiring of Consultancy Firm for the Pre-Construction Services for the DFA Retrofitting Project;

WHEREAS, during the *Pre-Procurement Conference* on 03 September 2023, the BAC approved the recommendation of the end-user to adopt the Quality Based Evaluation procedure for this procurement project;

WHEREAS, the BAC issued *Supplemental Bid/Bulletin No. 1* on 10 October 2023 providing the prospective bidder clarifications on Annex B, Annex C, and the Eligibility Data Sheet, as well as the schedule of the bidding activities;

WHEREAS, the BAC issued *Supplemental Bid/Bulletin No. 2* on 16 October 2023 amending the timeline for the bidding activities as well as providing the consolidated Annexes for the procurement project;

WHEREAS, on the deadline for the *submission of eligibility documents for shortlisting and receipt of expression of interest* on 17 October 2023, only one (1) consultant, in the name of Palafox Associates, submitted their Expression of Interest together with their Eligibility Documents;

WHEREAS, on 18 October 2023, the BAC and the end-user unit conducted the *Eligibility Check* of Palafox Associates;

WHEREAS, based on the evaluation criteria set in Section 24 of the IRR of RA 9184, following are the results:

Bidder	Requirements	Rating
Palafox Associates	Eligibility Requirements and Shortlisting for Consulting Services	Compliant
	Evaluation Criteria for Shortlisting of Consultants (Quality Based Evaluation) <i>Note: To be eligible a Consultancy Firm must obtain a Minimum or Passing Total Score of 80%.</i>	Palafox Associates obtained a rating of 84.5% and passed the evaluation criteria.

WHEREAS, the BAC determined that the lone shortlisted consultant, Palafox Associates, which obtained a total rating of 84.5%—above the passing rate of 80%—should comprise the short list for the abovementioned procurement project;

WHEREAS, the BAC issued **Supplemental Bid/Bulletin No. 3** on 25 October 2023 summarizing the list of documents for the submission of bids scheduled on 06 November 2023;

WHEREAS, the BAC held a **Pre-Bid Conference** on 25 October 2023, and was attended by the shortlisted bidder, Palafox Associates;

WHEREAS, the BAC welcomed the **submission and receipt of bids** on 06 November 2023 and opened the bids on the same date. During which, the BAC found the submission of Palafox Associates to be compliant to both Technical and Financial Component, with the findings summarized as follows:

TECHICAL COMPONENT	FINANCIAL COMPONENT
Compliant in accordance with the checklist of eligibility documents	Nine Million Five Hundred Thousand and Eight Pesos (PhP 9,500,008.00) only

WHEREAS, the BAC held a **Negotiation Conference** on 09 November 2023 in accordance with Section 33.2.5 of the Revised IRR of RA 9184. During which, Palafox Associates requested the end-user and BAC to the following items:

1. Adjustment of the timeline of the deliverables; and
2. Payment schedule.

WHEREAS, the BAC and the end-user agreed to make the following revisions on the timeline, deliverables and payment schedule, Item XII (1) Terms of Payment of the Technical Specifications:

"The Consultant shall be paid per milestone and/or deliverable enumerated in the table below:

Pay Item	Deadline	Percentage
<i>Mobilization</i>	<i>Upon Signing of the Contract Agreement</i>	<i>10% of the Awarded Contract Price</i>
<i>Submission of the preliminary DAED, TS, DUPA, POW, BOQ, ABC, and Project Schedule of the DFA Retrofitting Project</i>	<i>on or before 31 December 2023</i>	<i>20% of the Awarded Contract Price</i>
<i>Submission of the preliminary DAED, TS, BOQ, and site surveys for the STP</i>	<i>on or before 31 December 2023</i>	<i>15% of the Awarded Contract Price</i>
<i>Submission of the preliminary drawings for the Retrofitting of the DFA Main Building</i>	<i>on or before 31 December 2023</i>	<i>15% of the Awarded Contract Price</i>
<i>Submission of the preliminary drawings for the STP</i>	<i>on or before 31 December 2023</i>	<i>15% of the Awarded Contract Price</i>
<i>Submission of the Conceptual Interior Design Schematics for selected offices and areas</i>	<i>on or before 31 December 2023</i>	<i>15% of the Awarded Contract Price</i>
Retention for submission of final technical documents and signed and sealed drawings	Upon submission of final technical documents and signed and sealed drawings	<i>10% of the Awarded Contract Price</i>

WHEREAS, the BAC held a **Post Qualification Conference** on 13 November 2023, and determined that the documents submitted by Palafox Associates are compliant;

WHEREAS, the end-user representatives evaluated the documents submitted by Palafox Associates and found the documents to be in order;

NOW THEREFORE, We, the Members of the Bids and Awards Committee, hereby RESOLVE to:

1. Declare PALAFOX ASSOCIATES as the bidder with the Single Rated and Responsive Bid for the Procurement of Hiring of Consultancy Firm for the Pre-Construction Services for the DFA Retrofitting Project with a contract cost of Nine Million Five Hundred Thousand Pesos and Eight Pesos (PhP 9,500,008.00) only, inclusive of taxes and lawful charges; and
2. Recommend, for approval, the BAC Resolution awarding the contract to PALAFOX ASSOCIATES for the Procurement of Hiring of Consultancy Firm for the Pre-Construction Services for the DFA Retrofitting Project.

ADOPTED this 14th day of November 2023, Pasay City.


SULPICIO M. CONFIADO
BAC Chairperson


ARVIC V. AREVALO
BAC Vice Chairperson


NOEL L. RODRIGUEZ
BAC Member


MARCO FREDERICK B. HARDER
Provisional BAC Member

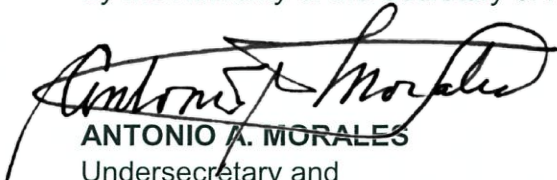

JUDY B. RAZON
Alternate BAC Member


CATHERINE F. ALPAY
Alternate BAC Member


PATRICK JOHN U. HILADO
End-user Representative

Approved:

By the Authority of the Secretary of Foreign Affairs:


ANTONIO A. MORALES
Undersecretary and
Head of the Procuring Entity