



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



BIDS AND AWARDS COMMITTEE
2330 Roxas Boulevard, Pasay City
Tel. Nos.: 834-4823; Fax No.: 831-9584
Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 3

Project : Project Management of the Retrofitting of the
DFA Headquarters
Reference : PB-CS-01-2024
ABC : PhP 60,000,252.00
Date : 19 August 2024

This **Supplemental/Bid Bulletin** is issued to inform concerned parties of the following clarifications to the Scope of Works and revised schedule for the Submission and Receipt of Bids and the Opening of Bids for this Project:

I. CLARIFICATIONS ON THE SCOPE OF WORKS

	Items in the Scope of Work	Remarks
1	Item VIII. Provide compensation to the designer, Palafox Associates, for any services rendered during the contract duration (e.g. design services).	<p>Based on the Scope of Works, the Project Management will provide compensation in order to check that the design is being followed and if there are design inquiries.</p> <p>The Project Management Consultant is responsible to pay the man-hour rate of the key personnel of Palafox Associates for any service rendered for the DFA Retrofitting Project. Please take note that this man-hour rate was based on the remuneration rate submitted by Palafox Associates in their financial proposal, copy attached.</p> <p>This service is outside the current Palafox Contract. Their scope during the construction phase is construction supervision.</p> <p>The necessity of determining the services will be either DFA and winning consultant depending on the need to consult with Palafox.</p>

		The cost to be indicated is FPF-6. Miscellaneous.
2	<p>Item XII.</p> <p>The contract will commence upon the day of receipt of the Notice from the end-user. The duration for this contract shall be forty (40) months.</p>	<p>Project duration is 36 months for Construction Phase and 4 months for Post-Construction Phase.</p> <p>The schedule of personnel during the Post-Construction Phase will depend on the Project Management Schedule based on the Scope of Works.</p>
3	<p>No.2 of Item XIV.</p> <p>Progress billing and payment shall be as follows: a. Ten percent (10%) of Php 6,772,252.00 equivalent to Php 677,225.20 shall be paid as advance payment to the Firm upon Signing of the written notification of the end-user and submission of Inception Report (subject to the posting of an irrevocable letter of credit issued by an entity acceptable to the agency and of an amount equal to the advance payment). The advance payment shall be repaid by the Consultant by deducting from his progress payments such sum as agreed upon during the contract negotiations until fully liquidated in 2024.</p>	To be paid on a monthly billing basis.
4	<p>Note indicated in the Scope of Works</p> <p>Firm must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Firm, with proof of authority to sign and submit the bid for and on behalf of the Firm concerned. If the Firm is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.</p> <p>Firms must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statement of "Comply" or "Not Comply" must be supported by evidence in a Firms Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and</p>	<p>Based on the Terms of Reference supporting documents may be required upon request of DFA such as but not limited to the Section VI. Firm qualifications Item 4 <i>"Must have handled projects with an approximate gross area of 24,000 square meters or have successfully managed at least two (2) projects of this magnitude in terms of monetary value (50% of the ABC)."</i></p> <p>Essentially, the firm must provide verifiable proof that their offered equipment or services meet the required specifications to avoid rejection or potential legal issues.</p>

	<p>compliance issued by the manufacturer, samples, independent test data etc. as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the bid under evaluation liable for rejection. A statement either in the Firm's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation post-qualification or the execution of the Contract may be regarded as fraudulent and render the Firm or supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a)(ii) and/or GCC Clause 2.1 (a)(ii).</p> <p>Conformé:</p> <p>[Signature/s] [Name of the Firm/Firm's Authorized Representative/s] [Position] [Date]</p>	
5	TPF 2, the Consultant's Reference Format	May use Philippine Pesos (PhP) currency instead of US dollars in stating the value of services.
6	Omnibus Sworn Statement format	<p>To use the GPPB format which includes additional item no. 10 stating that:</p> <p><i>“In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.”</i></p>

In addition, please be informed that:

1. The office space, including tables and chairs of the Project Management Consultant will be provided by the General Contractor as part of their bid.
2. Professional Indemnity Insurance is required to be provided by the Project Management Consultant.
3. Should the project duration extend beyond the initially specified 40 months, the Project Management Consultant is entitled to additional compensation if the extension is due to delays and unforeseen circumstances, subject to the approval of the Head of the Procuring Entity (HOPE) and availability of budget.
4. The Eligibility Documents Submission Form is required to be submitted as part of the bid.
5. In the financial documents, the bid proposal shall be submitted on a monthly basis, with a detailed breakdown of compensation based on the hourly rates of the Project Management Team.

II. REVISED SCHEDULE FOR THE SUBMISSION AND RECEIPT OF BIDS AND THE OPENING OF BIDS

PROCUREMENT ACTIVITY	PREVIOUS SCHEDULE	REVISED SCHEDULE
Deadline of Submission and Receipt of Bids	29 August 2024, Thursday, 9:30 A.M.	02 September 2024, Monday, 9:30 A.M.
Opening of Bids	29 August 2024, Thursday, 10:00 A.M.	02 September 2024, Monday, 10:00 A.M.

For the information and guidance of all concerned.


EDGAR B. BADAJOS
 Chairperson
 Bids and Awards Committee