



National Development Company



**ELIGIBILITY DOCUMENTS
FOR THE PUBLIC BIDDING OF THE**

**PROCUREMENT OF CONSULTING SERVICES
FOR THE UPDATING OF THE FEASIBILITY STUDY
AND PREPARATION OF AN ENVIRONMENTAL IMPACT
STUDY FOR THE NDC ADMINISTRATIVE AND
COMMERCIAL COMPLEX PROJECT (NACCP)**

PROJECT REFERENCE NO:

BAC18-01-006

APPROVED BUDGET:

₱ 3,500,000.00

NDC Building, 116 Tordesillas Street
Salcedo Village, Makati City



ISO 9001 Certified

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REQUEST FOR EXPRESSION OF INTEREST

PROCUREMENT OF CONSULTING SERVICES FOR THE UPDATING OF FEASIBILITY STUDY AND PREPARATION OF AN ENVIRONMENTAL IMPACT STUDY FOR THE NDC ADMINISTRATIVE AND COMMERCIAL COMPLEX PROJECT

1. The National Development Company (NDC), through the Approved NDC's Capital Expenditure Program for the Year 2018, intends to apply the sum of **THREE MILLION FIVE HUNDRED THOUSAND PESOS (₱3,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for Consulting Services for the Updating of the Feasibility Study and Preparation of an Environmental Impact Study for the NDC Administrative and Commercial Complex Project (NACCP) located along Macapagal Boulevard in Pasay City with Project Reference No. BAC18-01-006. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The NDC now calls for the submission of eligibility documents for Consulting Services for the Updating of the Feasibility Study and Preparation of an Environmental Impact Study for the NACCP.

The NACCP is envisioned to accommodate all major functional groups, bureaus, attached agencies and corporations of the Department of Trade and Industry (DTI) currently operating in different buildings within Metro Manila. The project site is the 12,687.0 square meters (SqM) or 1.27 hectares (has.) parcel of land located in Block D, Central Business Park I – Island A (CBP-1A), Pasay City. Equipped with modern facilities and Smart building design, the vision is to facilitate seamless transactions for all DTI clients, either domestic or foreign investors by having all programs and frontline services of different functional groups and bureaus under one roof. The NACCP also includes the development of commercial areas.

The Consulting Services required shall be for the Updating of the Feasibility Study and Preparation of an Environmental Impact Study for the NACCP. To ensure the attainment of the objectives of this engagement, the Consultant shall provide the following services:

- a. Updating of Feasibility Study and Business Plan
 - i. Phase 1: General Data Processing (including the review and updating of the General Space Planning/ Validation of Space/Architectural Programming by others) & Analysis of the Study Area
 - ii. Phase 2: Update of the Development Plan (Re-formulation of the Framework Plan)
 - iii. Phase 3: Conceptual Site Development Plan (CSDP), and Preparation of the attendant Conceptual Architectural and Engineering Design (CA&ED) to consist mainly of schematic level i.e. conceptual architectural plans, sections, elevations, perspectives, schematic level i.e. conceptual engineering layouts, outline specifications, and the budgetary project cost estimate (BPCE) for all works on

the building grounds, specifically the lot's northern perimeter along the Libertad Channel

- iv. Phase 4: Conduct of Feasibility Study Update to include a project development brief (PDB), the minimum performance standards and specifications (MPSS) and the Terms of Reference (ToR) for the Detailed Architectural and Engineering Design (DA&ED) of the Project.
 - v. Phase 5: Formulation of the Business Plan
- b. Preparation of an Environmental Impact Study (EIS)

Preparation of the EIS in accordance with DENR Administrative Order No. DAO-2003-30. The EIS should address the requirements for the issuance of an Environmental Compliance Certificate (ECC) from DENR-EMB for the project and the LLDA Clearance (LC) from the Laguna Lake Development Authority (LLDA).

Specifically, the Consultant will prepare and submit requirements and follow-up application for the ECC; submit LC Application, which include the accomplished EIS to LLDA upon released of ECC. Attend Technical Review Committee Meeting to represent client concerning this project, as deemed necessary by EMB. Attend Technical Review Committee Meeting to represent client concerning this project, as deemed necessary by LLDA.

3. The minimum qualifications of the consultants are the following:
- a. The Consultancy Firm must have completed at least three (3) feasibility studies, architectural and engineering design works similar to the project for bidding over the last ten (10) years.
 - b. The Team Leader/Project Manager must be a Licensed Architect or an Environmental Planner/Specialist with a minimum of eight (8) years experience in the preparation of architectural and engineering design and construction of commercial buildings and three (3) years experience as Project Manager.
 - c. The key personnel who shall work for the project must meet the following minimum qualifications:
 - i. Team Leader/Project Manager – Licensed Architect or Environmental Planner with 8 years experience in the preparation of architectural and engineering design and construction of commercial buildings, and 3 years experience as Project Manager.
 - ii. Sr. Environmental Planner (EnP) – Licensed Environmental Planner with 5 years experience in environmental planning and management study.
 - iii. Civil/Drainage Engineer – Licensed Civil Engineer with 5 years experience in structural design and construction of buildings, roads, drainages and site development.
 - iv. Electrical Engineer - Licensed Electrical Engineer with 5 years experience in design and construction of medium-rise and high-rise buildings.
 - v. Mechanical Engineer - Licensed Mechanical Engineer with 5 years relevant experience in design and construction of medium-rise and high-rise buildings.
 - vi. Sanitary Engineer – Licensed Sanitary Engineer with 5 years relevant experience in design and construction of sanitary facilities for medium-rise and high-rise buildings.
 - vii. Quantity Surveyor/ Cost Estimator – Licensed Architect or Engineer with 5 years experience in quantity and cost estimating for medium and high rise buildings.

- viii. Financial & Economic Planning Specialist – Certified Public Accountant (CPA), or a graduate of economics or business-related course with 5 years experience in preparation of financial model.
- ix. IT/ECE – Information Technology (IT) graduate or licensed Electronic and Communication Engineer (ECE) with 3 years experience in building automation system design

The Consultancy Firm may employ a single individual with multiple expertise in the conduct of the works required.

4. Eligibility Documents will be available at the NDC Bids and Awards Committee (BAC) Secretariat located at the 7th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City from 9:00 am to 4:00 pm on February 8 – March 2, 2018 and from 9:00 am to 10:00 am only on March 5, 2018. The Eligibility Documents can be availed of upon submission of Letter of Interest and upon payment of a non-refundable amount of Two Thousand Five Hundred Pesos (₱2,500.00) to the NDC Cashier located at the 7th Floor, NDC Building. The method of payment will be cash or cashier’s check/manager’s check.
5. A Pre-Eligibility Conference for the discussion of the Eligibility Documents will be conducted on February 19, 2018 at 2:00 pm at the ABB Hall, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City, which shall be open to prospective bidders.
6. Interested consultants must register to drop and submit their Eligibility Documents at the NDC BAC Secretariat at the 7th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City, on or before *March 5, 2018* at 10:00 am (7th Floor, NDC Clock). Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion. The opening of Eligibility Documents is on *March 5, 2018* at 10:30 am at the ABB Hall, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.
7. The interested consultant must be registered online with the Philippine Government Electronic Procurement System (<http://www.philgeps.net/>) as a legitimate service provider for government requirements.
8. The NDC BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of a maximum of five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

<u>Eligibility Criteria</u>	<u>Score</u>
Applicable experience of the consultant	45%
Qualification of personnel to be assigned	45%
Current workload relative to capacity	10%
TOTAL	100%

The Consultant(s) must pass the required minimum score of seventy percent (70%) in order to be considered for short listing.

9. A complete set of Bidding Documents may be acquired only by shortlisted Bidders at the NDC Bids and Awards Committee (BAC) Secretariat located at the 7th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City from 9:00 am to 4:00 pm on March 15 - April 4, 2018 and from 8:00 am to 9:00 am only on April 5, 2018 and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Two Thousand Five Hundred Pesos (₱2,500.00) to the NDC Cashier located at the 7th Floor, NDC Building.

Interested bidders may obtain further information and inspect the Bidding Documents from NDC BAC Secretariat following the same schedule and address stated above.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

10. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

The schedule of bidding activities is listed as follows:

<u>Activities</u>	<u>Schedule</u>	<u>Venue</u>
Issuance of Eligibility Documents and Submission of Letters of Intent and Application for Eligibility	February 8 – March 2, 2018 (9:00 am – 4:00 pm) March 5, 2018 (9:00 am – 10:00 am)	NDC Cashier, 7th Floor, NDC Building
Pre-Eligibility Conference for the Discussion of Eligibility Documents	February 19, 2018 (2:00 pm)	ABB Hall, NDC Building
Deadline for Submission of Eligibility Documents	March 5, 2018 (10:00 am)	7th Floor, NDC Building
Opening of Eligibility Documents and Eligibility Check	March 5, 2018 (10:30 am)	ABB Hall, NDC Building
Issuance of Bidding Documents to Shortlisted Consultants	March 15 – April 4, 2018 (9:00 am – 4:00 pm) April 5, 2018 (8:00 am – 9:00 am)	NDC Cashier, 7th Floor, NDC Building
Pre-bid Conference	March 23, 2018 (2:00 pm)	ABB Hall, NDC Building
Deadline for Submission of Technical and Financial Proposals	April 5, 2018 (9:00 am)	7th Floor, NDC Building
Opening and Preliminary Examination of Technical Proposals	April 5, 2018 (10:00 am)	ABB Hall, NDC Building
Evaluation of Bids (Technical Proposals)	April 6 – 11, 2018	8th Floor, NDC Building
Opening and Preliminary Examination of Financial Proposals	April 16, 2018 (2:00 pm)	ABB Hall, NDC Building
Evaluation of Bids (Financial Proposals)	April 17 – 20, 2018	8th Floor, NDC Building
Post-Qualification	May 2 – 10, 2018	8th Floor, NDC Building
Issuance of Notice of Award	May 17, 2018	Thru fax, mail or delivery

11. The NDC shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) Procedure. The technical proposal and financial proposal shall be given weights of 70% and 30%, respectively. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
12. The contract shall be completed within ninety (90) calendar days from the effectivity date of the contract, exclusive of the period for NDC review/comment of the Consultant's output or deliverables.
13. The NDC 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 in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
14. For further information, please refer to:

MR. ROMMEL R. SERRANO

Head, BAC Secretariat

National Development Company

8th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City

Tel. Nos.: (02) 840-4838 to 47 local 256 Fax No.: (02) 840-4862

E-mail Address: rserrano@ndc.gov.ph NDC website: www.ndc.gov.ph

(Sgd.) AGM LILIA L. ARCE
NDC BAC Chairperson

TERMS OF REFERENCE

CONSULTING SERVICES FOR THE UPDATING OF THE FEASIBILITY STUDY AND PREPARATION OF AN ENVIRONMENTAL IMPACT STUDY FOR THE NDC ADMINISTRATIVE AND COMMERCIAL COMPLEX PROJECT

I. INTRODUCTION

The National Development Company (NDC) is a government-owned and controlled corporation organized and existing pursuant to Presidential Decree No. 1648, as amended, with principal office at the NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City. NDC was created to function as the national government's investment arm.

NDC has corporate powers to acquire and develop properties as an investment undertaking and had purchased from the Philippine Reclamation Authority (PRA), a 12,687 sq. meter property (the "Site") located along Macapagal Avenue as the site for the above stated project.

The project, located near the vicinity of the SM Mall of Asia, is within a rapidly developing area (the "Study Area") that is ideal for a government office tasked to promote trade and investment.

II. DESCRIPTION OF THE PROJECT

The NACCP Building project is envisioned to accommodate all major functional groups, bureaus, attached agencies and corporations of the Department of Trade and Industry (DTI) currently operating in different buildings within Metro Manila. The project site is the 12,687.0 square meters (SqM) or 1.27 hectares (has.) parcel of land located in Block D, Central Business Park I – Island A (CBP-1A), Pasay City. Equipped with modern facilities and Smart building design, the vision is to facilitate seamless transactions for all DTI clients, either domestic or foreign investors by having all programs and frontline services of different functional groups and bureaus under one roof. The NACCP also includes the development of commercial areas.

Along with enhanced government trade transactions, the area's efficiency will eventually be boosted by facilities where trading, promotional events and other special activities can be conducted. An area will be reserved to business locators interested to conduct trade alongside showcases of Philippine products promoted by DTI while perennial trade fairs, conferences, and other functions can be accommodated in a strategically located and modern investment/trade hall.

The project is also expected to accentuate the rapid development carried out by the private investors along the adjacent areas. The building designs and the overall site development plan (SDP) reserves spaces in anticipation of continuous investment growth and economic development. Among the specific benefits of the NACCP Building are the following:

- Brand new, IT-enabled building
- More efficient and cost-effective operations
- Standardized office areas
- Rationalized common service areas (conference rooms, lobby/reception areas)
- Efficient layout
- Ample parking space
- Improved working area and facilities
- Building and Grounds Plans and Designs must be in full compliance with all applicable physical planning and building laws (P.D. No. 1096, the 1977 National Building Code of the Philippines/NBCP and its referral codes/ RCs, etc.), CAAP regulations and CBP-I(A) Locator Development Guidelines
- Universal Building Design/ sustainable building features
- State-of-the-art facilities (24/7 power/stand-by generator, CCTV and Security system, building automation system)

III. OBJECTIVES

NDC has an existing Feasibility Study and Business Plan (FS and BP) for the implementation of the One DTI Building Project (now “NDC Administrative and Commercial Complex Project”) conducted in November 2010. The implementation of the NACCP was, however, put on hold and is being revived for implementation this 2017. In view of this development, the existing FS and BP need to be updated.

The winning bidder shall be required to review all the existing studies that will be made available as basis of the project updating.

Specifically, the updating must:

- i) establish a comprehensive site development plan (SDP) of the Project Site covering environment, land use, infrastructure, space planning, best use options and other support development components;
- ii) confirm the size and scope of the NACCP that will include the review of previous reconnaissance, topographical (secondary), general space planning (oversight) and engineering surveys (secondary), soil investigation (secondary) and the general review, update, review, incorporation and adaptation of portions of the already existing preliminary architectural and engineering (structural, sanitary, electrical, mechanical, fire protection/ PA&E) plans/ designs and layouts; and
- iii) must come up with a Business Plan which determines the feasibility and implementation plan of constructing the NACCP dedicated to the DTI Offices and its attached agencies and the development of commercial areas. The DTI offices and its attached agencies as majority occupant of the building, will eventually own their leased areas.

IV. SCOPE OF WORK

A. UPDATING OF THE FEASIBILITY STUDY AND BUSINESS PLAN

The Consulting Firm/ Office shall guarantee a high degree of quality, cost-efficiency and timeliness in the execution of the Feasibility Study Update. All phases of the business plan and all other work necessary to successfully complete the schematic level i.e. conceptual architectural and engineering design (CA&ED) should be completed on time in accordance with the NDC-approved outline specifications and/or the NDC-approved minimum performance standards and specifications (MPSS). Towards this end, the Consulting Firm/ Office shall perform the following:

Phase 1: General Data Processing (including the review and updating of the General Space Planning/ Validation of Space/Architectural Programming by others) & Analysis of the Study Area

Phase 2: Update of the Development Plan (Re-formulation of the Framework Plan)

Phase 3: Conceptual Site Development Plan (CSDP), and Preparation of the attendant Conceptual Architectural and Engineering Design (CA&ED) to consist mainly of schematic level i.e. conceptual architectural plans, sections, elevations, perspectives, schematic level i.e. conceptual engineering layouts, outline specifications, and the budgetary project cost estimate (BPCE) for all works on the building grounds, specifically the lot's northern perimeter along the Libertad Channel.

Phase 4: Conduct of Feasibility Study Update to include a project development brief (PDB), the minimum performance standards and specifications (MPSS) and the Terms of Reference (ToR) for the Detailed Architectural and Engineering Design (DA&ED) of the Project.

Phase 5: Formulation of the Business Plan (by Others)

B. PREPARATION OF AN ENVIRONMENTAL IMPACT STUDY (EIS)

The preparation of the required works should be in accordance with DENR Department Order No. DAO-2003-30. The EIS should address the requirements for the issuance of an ECC from DENR-EMB for the project and the LLDA Clearance from the Laguna Lake Development Authority.

Specifically, the Consultant will prepare and submit requirements and follow-up application for the ECC; submit LC Application, which include the accomplished EIS to LLDA upon released of ECC. Attend Technical Review Committee Meeting to represent client concerning this project, as deemed necessary by EMB. Attend Technical Review Committee Meeting to represent client concerning this project, as deemed necessary by LLDA.

V. DELIVERABLES

A. F/S UPDATING

TASK		DELIVERABLES
Phase 1:	Outlining of Detailed Work Program and Proposed Methodology for the Services	Inception Report
	General Data processing and analysis of the study area	Results of Data Gathering and Consultations
	1.1 Identification of planned developments within influence area	
	1.2 Generate baseline data from secondary and extrapolated data	
	1.3 Review of the General Space Planning Survey (done by others), Update and Preparation of the Space and Architectural Programs	
	1.4 General Assessment and review of current commercial development market trends and investment climate.	
Phase 2:	Update of the Development Plan (Re-formulation of Framework Plan)	Preliminary Feasibility Report and Framework Plan
	2.1 Consultation and Needs Assessment (based on Space Planning Survey and Site Analysis Results. Done by others)	
	2.2 Goal formulation and objective setting	
	2.3 Implementing strategy of methodology for the study area	
	2.4 Re-formulation of the framework plan	
Phase 3:	Reviews and Update of the Conceptual Site Development Plan (CSDP) and of the Conceptual Architectural and Engineering Design (CA&ED) for Building and Grounds	Updated Conceptual Site Development Plan, and Updated CA&ED Design and Draft Final Report
	3.1 Review of Compliances with the Applicable Development Controls (National and Local Levels) including Private Development Controls e.g. Deed of Restrictions, CBP-I(A) Locator Guidelines, and the like	
	3.2 Review of the Natural disaster/ hazard mapping validation for the Project Site	
	3.3 Review of Past field surveys/ site investigations	
	3.4 Preliminary Review of the existing Preliminary Architectural and Engineering Designs (PA&ED) for the Building and Grounds, as done by others	
	3.5 Indicative Project Cost i.e. Budgetary Project Cost Estimate (BPCE) for the building, its grounds and its content	

	3.6 Update of the Development Guidelines (DG1) & Preparation of the Design Guidance (DG2)	
Phase 4:	Conduct of Feasibility Study Update	Final Feasibility Study Update Report
	4.1 Review Technical Description and Data	
	4.2 Determine Technical Feasibility	
	4.3 Assess the Economic and Financial Viability	
	4.4 Evaluate Schedule Feasibility	
	4.5 Evaluate Operational Feasibility	
	4.6 Review of the Initial social impact assessment (done by others)	
	4.7 Review of the Initial community development plan (done by others)	
	4.8 Finalize the Review of the existing Preliminary Architectural and Engineering Designs (PA&ED) done by others, Conclusions and Recommendations	
	4.9. Review of Environmental Studies (done by others)	
Phase 5:	Review and Update of the Business Plan (by Others)	Final Business Plan Update Report (by Others)
	5.1 Review & Update Development Implementation Program (DIP)	
	5.2 Review & Update of the Project Development Investment Plan (PDIP)	
	5.3 Review & Update of the Proposed Execution Plan	
	5.4 Review & Update of the Financing Plan	
	5.5 Review & Update of the Proposed Management Program	
	5.6 Review & Update of the Marketing / Promotion / Investment Plan	

All drawings, plans and perspective will be prepared in 20" x 30" (or A1) format, while figures/plates accompanying the report will be reduced to either A3 or A4 (and at appropriate scale).

All maps will be prepared in an Autocad format. One original copy and four (4) colored reproduction and one (1) electronic file will be submitted.

B. EIS Prepared all in accordance with DENR DAO 2003-30

CLEARANCE/PERMIT	REQUIRED DOCUMENTS	APPROVING AGENCY
Environmental Compliance Certificate (ECC)	Environmental Impact Study	EMB-NCR
LLDA Clearance (LC)	EMB-received EIS and ECC	Laguna Lake Development Authority

The EIS Consultant shall prepare the report in triplicate copies and shall file the report to the concerned DENR Office. The EIS Consultant shall be responsible in following up the application for the issuance of an ECC and thereafter, the filing with the LLDA office, the required LLDA Clearance.

Filing fees and Study Fund for the application of an ECC for the project shall be for the account of NDC.

VI. TEAM COMPOSITION

The Consultant will put together a team of specialists for expeditious and effective execution of the services required by the Feasibility Study (FS) Update and EIS for securing the ECC and LLDA Clearance. The suggested key personnel are as follows:

- Team Leader/Project Manager
- Senior Environmental Planner (EnP)
- Senior Utilities Engineers
 - Civil/Drainage Engineer
 - Electrical Engineer
 - Mechanical Engineer
 - Sanitary Engineer
- Quantity Surveyor/ Cost Estimator
- Financial & Economic Planning Specialist
- IT/ECE

The Consultancy Firm may employ a single individual with multiple expertise in the conduct of the works required.

VII. QUALIFICATION REQUIREMENT

The Consultancy Firm must have completed at least three (3) feasibility studies, architectural and engineering design works similar to the project for bidding over the last ten (10) years.

The Team Leader/Project Manager must be a Licensed Architect or an Environmental Planner/Specialist with a minimum of eight (8) years experience in the preparation of architectural and engineering design and construction of commercial buildings and three (3) years experience as Project Manager.

The key personnel who shall work for the project must meet the following minimum qualifications:

Personnel	Minimum Qualifications
Team Leader/Project Manager	Licensed Architect or an Environmental Planner/Specialist with a minimum of 8 years experience in the preparation of architectural and engineering design and construction of commercial buildings and 3 years experience as Project Manager
Sr. Environmental Planner	Licensed Environmental Planner with 5 years

	experience in environmental planning and management study
Civil/Drainage Engineer	Licensed Civil Engineer with 5 years experience in structural design and construction of buildings, roads, drainages and site development
Electrical Engineer	Licensed Electrical Engineer with 5 years experience in design and construction of medium-rise and high-rise buildings
Mechanical Engineer	Licensed Mechanical Engineer with 5 years relevant experience in design and construction of medium-rise and high-rise buildings
Sanitary Engineer	Licensed Sanitary Engineer with 5 years relevant experience in design and construction of sanitary facilities for medium-rise and high-rise buildings
Quantity Surveyor/ Cost Estimator	Licensed Architect or Engineer with 5 years experience in quantity and cost estimating for medium and high rise buildings
Financial & Economic Planning Specialist	Certified Public Accountant (CPA), or a graduate of economics or business-related course with 5 years experience in preparation of financial model.
IT/ECE	Information Technology (IT) graduate or licensed Electronic and Communication Engineer (ECE) with 3 years experience in building automation system design

VIII. EVALUATION CRITERIA

Bids shall be evaluated using the Quality Cost Based Evaluation (QCBE) Procedure. The Technical and Financial Proposal shall be given weights of 70% and 30%, respectively. The criteria and rating system for the evaluation of the Technical and Financial Proposals are as follows:

- A. Technical Proposal (70%)
 - 1. Quality of Personnel to be assigned - 50%
 - 2. Experience and Capability of Firm - 25%
 - 3. Plan of Approach and Methodology - 25%

A bidder must obtain a technical score of 60% in order to qualify.

- B. Financial Proposal (30%)

The criteria and rating system for short listing of Consultants are as follows:

- A. Applicable experience of the consultant – 45%
- B. Qualification of personnel to be assigned – 45%
- C. Current workload relative to capacity – 10%

The Consultant(s) must pass the required minimum score of seventy percent (70%) in order to be considered for short listing. The short list shall consist of a maximum of five (5) prospective bidders who will be entitled to submit bids.

IX. TIMETABLE AND CONTRACT COST

This Consultancy contract is a fixed price contract. The works shall be completed within ninety (90) calendar days, exclusive of the period for NDC review/comment of the Consultant's output or deliverable. Any extension of contract time shall not involve any additional cost.

The Approved Budget for the Contract (ABC) is **THREE MILLION FIVE HUNDRED THOUSAND PESOS (₱3,500,000.00)** inclusive of all applicable taxes covering professional fees of Consultants as well as administrative expenses in the conduct of the EIS and updating of FS.

The submission of outputs and terms of payment to the Consultant is as follows:

PERIOD	OUTPUT	% AMOUNT FROM CONTRACT
June 1 - 15, 2018	Submission of Inception Report for the FS Updating (Phase 1) and the Initial Scanning Report for EIS	15
June 16 - July 6, 2018	Submission of output for Phases 2 & 3 Deliverables on the FS Updating and the draft EIS Report	30
July 7 - 31, 2018	Submission of Phase 4 Deliverables on the FS Updating and the final EIS Report	30
August 1 - 29, 2018	Submission of Phase 5 Deliverables and submission of final EIS Report to EMB	25

Note:

- A **15%** Advance Payment upon receipt of the Notice of Proceed and upon posting of an irrevocable letter of credit or bank guarantee issued by a Universal or Commercial Bank with an amount equal to the advance payment shall be given by NDC. The same amount shall be recouped by NDC every progress billing until fully paid.

X. PERFORMANCE SECURITY

The Winning Bidder shall submit Performance Security as required under Section 37.2.1 of the 2016 Revised Implementing Rules and Regulations of R. A. 9186.

ELIGIBILITY DOCUMENTS

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the EDS.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the EDS.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class “A” Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the EDS. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;
- (iii) 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 in accordance with Clause 1.2, including their respective curriculum vitae.

- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or

statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;

- (e) be addressed to the Procuring Entity's BAC specified in the EDS;
- (f) bear the specific identification of this Project indicated in the EDS; and
- (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach

and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the EDS. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the EDS shall be considered for short listing.
 - 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the EDS.
 - 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.
10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

ELIBILITY DATA SHEET

Eligibility Documents	
1.2	<p>Professionals who may be involved in the project whose practice of profession is authorized and regulated by the Professional Regulation Commission (PRC):</p> <ol style="list-style-type: none"> 1. Architect 2. Environmental Planner (EnP) 3. Civil Engineer 4. Electrical Engineer 5. Mechanical Engineer 6. Sanitary Engineer 7. Certified Public Accountant (if Financial and Economic Planning Specialist is an Accountant) 8. Electronic and Communication Engineer (if IT/ECE personnel is an Electronic and Communication Engineer) 9. Quantity Surveyor/Cost Estimator (Architect or Engineer)
1.3	No further instructions
2.1(a)(i)	<p>The Bidder shall submit a valid PhilGEPS Certificate of Registration of Membership under Platinum category - (Platinum Membership) in lieu of their Class “A” Documents uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR of RA 9184.</p> <p>The Bidder shall also submit the Document (“Annex A”) which forms part of the Certificate of Platinum Membership being submitted.</p>
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, within the last 10 years prior to the deadline for the submission and receipt of eligibility documents, using format attached as ANNEX A in the Eligibility Forms.
2.1(a)(ii.7)	For completed projects which are similar in nature and complexity with the subject project, attach at least three (3) certified true copies of Certificate of Satisfactory Completion issued by the client.
4.2	<p>Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents. The original copy of the documents which cannot be submitted should be stamped and signed as “Certified True Copy of the Original” by the duly authorized representative of the bidder. All these eligibility documents shall be enclosed in one main envelope to be accompanied by Eligibility Documents Submission Form which format is attached as ANNEX E in the Eligibility Forms.</p> <p>Labeling and marking instructions:</p> <ol style="list-style-type: none"> a. All documents should be properly tabbed and bound; and

	<p>b. Envelope should bear the warning “DO NOT OPEN BEFORE MARCH 05, 2018 (10:30 AM)”</p> <p>Illustration : Sample format of labeled envelope:</p> <p><u>ORIGINAL COPY (or COPY-1/COPY-2) –ELIGIBILITY DOCUMENTS</u></p> <p>LILIA L. ARCE Chairperson NDC Bids and Awards Committee National Development Company NDC Building, 116 Tordesillas St. Salcedo Village, Makati City</p> <p>Bid for: Consulting Services for the Updating of the Feasibility Study and Preparation of an Environmental Impact Study for the NDC Administrative and Commercial Complex Project (NACCP) located along Macapagal Boulevard in Pasay City with Project Reference No. BAC 18-01-006.</p> <p>Submitted by: BIDDER’S COMPANY NAME BIDDER’S CONTACT DETAILS</p> <p>DO NOT OPEN BEFORE: March 5, 2018, 10:30 am</p>
4.3 (e)	<p>LILIA L. ARCE Chairperson - NDC Bids and Awards Committee National Development Company NDC Building, 116 Tordesillas St. Salcedo Village, Makati City</p>
4.3 (f)	<p>Bid for: Consulting Services for the Updating of the Feasibility Study and Preparation of an Environmental Impact Study for the NDC Administrative and Commercial Complex Project (NACCP) located along Macapagal Boulevard in Pasay City with Project Reference No. BAC18-01-006.</p>
5.0	<p>The address for submission of eligibility documents is:</p> <p>LILIA L. ARCE Chairperson – Bids and Awards Committee National Development Company 7th Floor NDC Building, 116 Tordesillas St. Salcedo Village, Makati City</p> <p>The deadline for submission of Eligibility Documents is on March 5, 2018 at 10:00 am (7th Floor, NDC Clock).</p>
8.1	<p>The place of opening of eligibility documents is at the ABB Hall, NDC Building, 116 Tordesillas St. Salcedo Village, Makati City.</p> <p>The date and time of opening of eligibility documents is March 5, 2018 at 10:30 am.</p>

9.1	Similar contracts shall refer to consultancy services for the conduct of feasibility study for a commercial building or architectural and engineering design works for a commercial building.
9.2	<p>The criteria and rating system for short listing are:</p> <ul style="list-style-type: none"> a. Applicable experience of the consultant - 45% b. Qualification of personnel to be assigned - 45% c. Current workload relative to capacity - 10% <p>The Consultant(s) must pass the required minimum score of seventy percent (70%) in order to be considered for short listing. A maximum of five (5) prospective bidders shall be short listed.</p>

ELIGIBILITY FORMS

B. OTHER PROJECTS

Project Name / Name of the contract	Name of Client	Location of the Contract /Client Location	Date of Award of the Contract	Start Date (Month/Year)	Completion Date (Month/Year)	Type & Brief Description of Actual Consulting Services	Consultant's Role (whether main consultant, subcontractor, or partner in JV)	Amount of Contract (in Php)	Contract Duration	Document presented to validate completion or award to the proponent
1.										
2.										
3.										
4.										
5.										
Notes: Provide extra rows / extra sheet if needed										

 Printed Name and Signature of Authorized Representative

 Date

ANNEX B

**STATEMENT OF CONSULTANT CONFIRMING THAT THOSE WHO
WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED
PROFESSIONALS**

Date: _____

LILIA L. ARCE

Chairman

Bids and Awards Committee

National Development Company

NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City

Dear **Mrs. Arce**:

This is to certify that the following personnel who will perform the service are registered professionals authorized by the Professional Regulatory Commission (PRC) to practice those professions and allied professions in accordance with Clause 1.2.

Name of Personnel	Assignment
1.	Team Leader/Project Manager
2.	Environmental Planner (EnP)
3.	Civil Engineer
4.	Electrical Engineer
5.	Mechanical Engineer
6.	Sanitary Engineer
7.	Certified Public Accountant (if Financial and Economic Planning Specialist is an Accountant)
8.	Electronic and Communication Engineer (if IT/ECE personnel is an Electronic and Communication Engineer)
9.	Quantity Surveyor/Cost Engineer (Architect or Engineer)

Attach for your reference are the Curriculum Vitae (using format attached as ANNEX D in the Eligibility Forms) of the above-mentioned personnel.

Sincerely,

Printed Name and Signature
of Authorized Representative

ANNEX C

LIST OF KEY IN-HOUSE OFFICERS AND PERSONNEL

A. KEY OFFICERS

Name	Position
1.	
2.	
3.	
4.	
5.	

B. KEY PERSONNEL

Name	Position
1.	
2.	
3.	
4.	
5.	

This is to certify that the statement and information above is true and correct.

Printed Name and Signature of
Authorized Representative

Date

ANNEX D

Format of Curriculum Vitae (CV) for the Proposed Professional Staff

Proposed Position: **e.g. Team Leader**

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Detailed Tasks Assigned: _____

Education:

School	Date attended	Degree Obtained

(Provide extra rows if needed)

Trainings/Seminar:

Training	Date attended

(Provide extra rows if needed)

Similar Position Held on Completed Projects:

Similar Position Held	Project	Date undertaken	Location	No. of Years
Total				

(Provide extra rows if needed)

Similar Position Held on Present Projects:

Similar Position Held	Project	Date undertaken	Location	No. of Years
Total				

(Provide extra rows if needed)

Professional Regulation Commission (PRC) License:

PRC License	License Number / Validity date

(Provide extra rows if needed)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly

describe me, my qualifications, and my experience. Further, the undersigned commits to work for the Project once the contract is awarded to the firm which I work for.

Date: _____

[Signature of staff member]

ANNEX E

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

CHECKLIST OF ELIGIBILITY DOCUMENTS

PROCUREMENT OF CONSULTING SERVICES FOR THE UPDATING OF THE FEASIBILITY STUDY AND PREPARATION OF AN ENVIRONMENTAL IMPACT STUDY FOR THE NDC ADMINISTRATIVE AND COMMERCIAL COMPLEX PROJECT

1. Original Copy of Eligibility Documents
 2. Copy 1 of Eligibility Documents
 3. Copy 2 of Eligibility Documents
 4. Eligibility Documents Submission Form (Using the prescribed format attached as ANNEX E in the Eligibility Forms of Eligibility Documents)
 5. Legal Documents
 - 5.1 PhilGEPS Certificate of Registration and Membership under Platinum Category; and
 - 5.2 Document “Annex A” which form part of the certificate of Platinum Membership being submitted.
 6. Technical Documents
 - 6.1 Statement of all on-going and completed government or private contracts, including contracts awarded but not yet started, if any, within the last 10 years prior to the deadline for the submission and receipt of eligibility documents. (Using the prescribed format attached as ANNEX A in the Eligibility Forms of Eligibility Documents)
 - 6.2 Certified True Copy of Certificate of Satisfactory Completion of at least three (3) completed similar projects
 - 6.3 Statement of consultant confirming that those who will actually perform the service are registered professional authorized by the appropriate regulatory body to practice those professions. (Using the prescribed format attached as ANNEX B in the Eligibility Forms of Eligibility Documents)
 - 6.4 Curriculum Vitae (using the prescribed format attached as ANNEX D in the Eligibility Forms of Eligibility Documents) of the following key personnel:
 - a. Team Leader/Project Manager
 - b. Environmental Planner
 - c. Civil Engineer
 - d. Electrical Engineer
 - e. Mechanical Engineer
 - f. Sanitary Engineer
 - g. Financial and Economic Planning Specialist
 - h. IT/ECE
-

i. Quantity Surveyor/Cost Estimator

6.4 List of in-house key officers and personnel (Using the prescribed format attached as ANNEX C in the Eligibility Forms of Eligibility Documents)

7. Financial Documents

- a. 2016 Audited Financial Statements showing the consultant's total assets and liabilities stamped received by the BIR or its duly accredited and authorized institution.
- b. 2016 Annual Income Tax Return and 2017 3rd Quarterly Income Tax Return filed through its Electronic Filing and Payment System (EFPS) or stamped received by the BIR or its authorized agent bank.

8. Valid joint venture agreement (JVA) duly notarized, in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from 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, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

Each partner of the joint venture shall submit the Legal and Technical Eligibility documents. The submission of Financial Document by any of the joint venture partners constitutes compliance.

Reminder:

This checklist serves only as a guide to the bidders. It is still the responsibility of each bidder to make sure it complies with the requirements.

