

BID BULLETIN NO. 3

PROCUREMENT OF THE CONSULTANCY SERVICES FOR THE PHILIPPINE INNOVATION HUB (IHUB)/ PHILIPPINE INNOVATION HUB-MARIKINA ENTERPRISE SCALE-UP HUB (IHUB-MESH) PROJECT ARCHITECTURE FOR THE NATIONAL DEVELOPMENT COMPANY

PROJECT REFERENCE NO.: MR24-10-136

Please be advised of the following queries and clarifications raised during the Pre-Bid Conference held on January 3, 2025:

QUERIES	ANSWERS
Deadline for submission of the Technical and Financial Proposal for the said project	<ul style="list-style-type: none"> ➤ The submission of the Technical and Financial Proposal is on January 15, 2025. <p>Please see further details and instructions on the reminder.</p>
Can the E-signature on Curriculum Vitae for the TPF 6 would be acceptable	<ul style="list-style-type: none"> ➤ Bidder can submit the TPF 6 using an e-signature. Digital signatures are allowed for all procurement-related documents during the implementation of the mPhilGEPS, as per Government Procurement Policy Board Resolution No. 16-2019.
<p>As to the additional question from the Launch Garage team:</p> <p>So with the team composition, are there any specific documents that we should provide, apart from their resume certifying their connection to the company. So, for example, if we have external consultants, that will be a part of the final team roster of our proposal. What are specific documents that we should provide attesting their connection to the company?</p>	<ul style="list-style-type: none"> ➤ Bidders are expected to submit the items included in the checklist of documentary requirements during the bid submission. ➤ Meanwhile, the BAC shall conduct post-qualification to further verify the connection to the company of the identified members of the team. This will require the presentation of documents or any proof to attest the same.
Difference between the technical staff and support staff	<ul style="list-style-type: none"> ➤ Based on the Terms of Reference, the team should be composed of the following: <ul style="list-style-type: none"> a. One (1) Team Leader or Project Manager b. Four (4) Technical Experts / Specialists who will act as technical staff to gather necessary data and create / design the project components c. Two (2) assistants as support staff to assist the team
Additional query on the team composition, would there be additional points if we provided more than the required personnel for the project?	<ul style="list-style-type: none"> ➤ Bidders are expected to adhere to the minimum qualifications of team members included in the Terms of Reference, to wit: <ul style="list-style-type: none"> a. One (1) Team Leader / Project Manager b. Four (4) Technical Experts / Specialists c. Two (2) assistants as support staff to assist the team

	<ul style="list-style-type: none"> ➤ Bidders may include additional team members to help in accomplishing the required deliverables provided that they have the qualifications and their names are likewise included in the submitted bid documents. ➤ Meanwhile, only the minimum number of specialists or support staff will be considered in the rating.
<p>Where the Bid Securing Declaration would be included? In the Technical Proposal Envelope or in the Financial Proposal Envelope?</p>	<ul style="list-style-type: none"> ➤ The Bid Securing Declaration would be included in the Technical Proposal Envelope.
<p>What is the definition of a win or a success for this project, though any specific request or vision for this project?</p>	<ul style="list-style-type: none"> ➤ The success or accomplishment of the project will be based on the completion of the desired outputs indicated in the Terms of Reference, to wit: <ul style="list-style-type: none"> A. Phase 1: Alignment and Audit - A <i>comprehensive report</i> detailing how the iHub/iHub-MESH project aligns with NDC's existing vision, goals, and strategic priorities. B. Phase 2: Organizational Assessment - The iHub's structure will be evaluated to identify strengths, weaknesses, and areas for improvement. This will involve reviewing key documents and conducting interviews with stakeholders to provide recommendations for enhancing organizational effectiveness. C. Phase 3: Stakeholder Consultations - All stakeholders will be engaged to align the iHub/iHub-MESH Project strategy with national and global innovation goals. These consultations will ensure the project supports broader objectives, fosters collaboration, and enhances its impact on the innovation ecosystem. D. Phase 4: Development of Strategic Model - A <i>comprehensive Strategic Model</i> for the iHub/iHub-MESH Project will be created. This will include sustainability and operational plans, clearly defined process maps, organizational roles, and a detailed expansion roadmap. The project architecture will outline key strategies for long-term growth, ensuring scalability, efficiency, and alignment with broader innovation objectives. The final output will provide a structured approach to guide the iHub's future operations and expansion efforts. E. Phase 5: Review and Refinement - Initial findings and draft reports will be presented to NDC for feedback. Input from NDC will be incorporated to refine and finalize the iHub/iHub-MESH Strategic Model and Sustainability Plan. This phase ensures that the final documents align with NDC's vision

	<p>and objectives, providing a clear, actionable strategy for future growth and sustainability.</p> <p>F. Phase 6: Final Report and Presentation - The completed report, along with all supporting documents and annexes, will be delivered to NDC. A formal presentation of the findings, recommendations, and strategic model will be made to NDC and key stakeholders, ensuring alignment and understanding of the iHub/iHub-MESH Project's future direction and objectives.</p>
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Reminders:

- Bidders must also provide a soft copy of the Detailed Financial Bid in **Microsoft Excel** format showing the formula used in the computation of the costs.
- The **USB** containing the soft copy of the detailed financial bid should be enclosed in the financial envelope.
- Deadline of submission of bid will be on January 15, 2025 at 10:00 am (7th floor NDC clock) on the 7th floor NDC Building. **Late bids will not be accepted.**
- The Opening of Bids shall be on January 15, 2025 11:00 a.m. at the ABB Hall, NDC Building.
- Complete eligibility documents shall bear tabs identifying/separating each of the required eligibility, technical and financial documents.
- Please be reminded that during the Opening of the Technical and Financial Proposal to determine each bidder's compliance with the documents prescribed in ITB Clause 10, the BAC shall open the first envelope (Technical Proposal) and check the submitted documents of each bidder in accordance with ITB Clause 10.2. Using a non-discretionary "pass/fail" criterion, the BAC will ascertain if the documents are all present. If a bidder submits the required document, it shall be rated "passed" for that particular requirement while bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed".

Furthermore, the BAC shall conduct a Post-Qualification process to ascertain the veracity, authenticity, and validity of Class "A" eligibility documents supporting the PhilGEPS Certificate of Registration and Membership, other statements made, and all documents submitted by the bidder with the Lowest Calculated Bid / Highest Rated bid using non-discretionary criteria.

For further inquiries, you may coordinate with our Bids and Awards Committee Secretariat at 8840-4838 loc. 224.

This **BID BULLETIN No. 3** is issued this 8th day of January 2025 for the guidance and information of all concerned.

(originally signed)
AGM LEOPOLDO JOHN F. ACOT
 Vice Chairperson
 Bids and Awards Committee