



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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MINUTES OF OPENING OF BIDS

CONSULTANCY SERVICES FOR PREPARATION OF THE CAVITE HISTORICAL MASTER PLAN (Php18, 395,627.00)

Venue: 7th floor, Tower 1 Double Dragon Plaza Double Dragon Meridian Park, Macapagal Avenue corner EDSA Extension Bay Area Pasay City 1302

Date: January 6, 2020

Time: 2:00 PM

BAC Members:

- | | | |
|---------------------------------|---|------------------|
| 1. Engr. Nestor M. Domalanta | - | Chairperson |
| 2. Atty. Niño Ruperto f. Aquino | - | Vice-Chairperson |
| 3. Mr. Hernando A. Enal | - | Member |
| 4. Engr. Jeoffrey L. Macalalad | - | Member |
| 5. Ms. Raquel S. Dela Cruz | - | Member |

With the presence of five (5) BAC Members, there is a quorum.

Technical Working Group (TWG)

None

BAC Secretariat:

- | | | |
|---------------------------|---|-----------------------|
| 1. Ms. Sunshine R. Caunin | - | Head, BAC Secretariat |
| 2. Haila P. Baraquio | - | BAC Secretariat |
| 3. Ryan B. Constantino | - | BAC Secretariat |

Observer:

- | | | |
|--------------------|---|-----|
| 1. Ms. Eva Ogsimer | - | COA |
|--------------------|---|-----|

Letters were sent to invite observers from private organizations; however they were not able to attend the Bidding. No COA representative.

Prospective Bidders:

- | | | |
|----------------------|---|-----------------------|
| 1. Imran M. Maradang | - | Design Science, Inc. |
| 2. Raymund Eugenio | - | Design Science, Inc. |
| 3. Dolor Susi | - | Certeza Infosys Corp. |

I. CALL TO ORDER

The BAC Chairman called the meeting to order at 2:35 PM.

II. CERTIFICATION OF QUORUM

The BAC Secretariat Ms. Caunin reported that five (5) BAC members are present and therefore, there is a quorum.

The BAC Chairman, Engr. Nestor M. Domalanta acknowledged the presence of the BAC Members, Observer from COA and the present prospective bidders.

III. OPENING OF ELIGIBILITY REQUIREMENTS

Reading of Projects for Bidding:

Ms. Caunin reported that two (2) bidders bought the Bidding documents and both are shortlisted. She read the project title and the ABC of the project:

PROJECT NAME: CONSULTANCY SERVICES FOR PREPARATION OF THE CAVITE HISTORICAL MASTER PLAN

APPROVED BUDGET FOR THE CONTRACT: Eighteen Million Three Hundred Ninety Five Thousand Six Hundred Twenty Seven Pesos (Php18, 395,627.00)

IV. OPENING, EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS

A. Eligibility and Technical Proposal (1st Envelope)

Engr. Domalanta, reported to the BAC that two (2) bidders submitted their bidding documents for the project namely Certeza Infosys Corporation and Design Science, Inc. BAC Chairman Domalanta declared that the Bid Opening will follow the Presence-Absence Rule of checking the required documents. The BAC opened the First Envelope of the bidders to check the contents thereof as against the checklist of eligibility requirements. Ms. Caunin read the contents of the eligibility envelope of bidders:

TECHNICAL DOCUMENTS	CERTEZA INFOSYS CORPORATION	DESIGN SCIENCE, INC.
Technical Proposal Submission Form shall be the cover letter of the Technical Proposal, using the form prescribed in Section VII. Bidding Forms (TPF 1)	Present	Present
Bid security as prescribed in ITB Clause 15. If the bidder opts to submit the bid security in the form of: a. a bank draft/guarantee or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or b. a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument.	Present	Present
Information indicated in the paragraphs below must be provided by the Consultant and each partner and/or subconsultant, if any, following the formats described in the Technical Proposal Forms:	Present	Present
A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature as required in form TPF 2. For each project, the outline should indicate <i>inter alia</i> , the project, contract amount and the Consultant's involvement. Information should be provided only for those projects for which the Consultant was legally contracted by	Present	Present

<p>itself or as one of the major participating consultants within an association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners and/or subconsultants, but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity</p>		
<p>Comments, if any, on the TOR (TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity) to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the Project. In this regard, unless the Consultant clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule. It shall include a list of facilities requested by the Consultant to be provided by the Procuring Entity, if any, in addition to those shown on the Data Sheet that may include support facilities such as: counterpart staff, office space, local transportation, equipment, domestic administrative support, etc. that would be needed to carry out the project.</p>	<p>Present</p>	<p>Present</p>
<p>A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR using TPF 4. Description of the Methodology and Work Plan for Performing the Project</p>	<p>Present</p>	<p>Present</p>
<p>An organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project using TPF 5. Team Composition and Task.</p>	<p>Present</p>	<p>Present</p>
<p>The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in TPF 6. Only one duly notarized CV for each</p>	<p>Present</p>	<p>Present</p>

consultant involved in the Project may be submitted for each position.		
The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert: (i.1) is proposed for a domestic position but is not a Filipino citizen; (i.2) failed to state nationality on the CV; or (i.3) the CV is not signed in accordance with paragraph (v) above	Present	Present
A Time Schedule (TPF 7. Time Schedule for Professional Personnel) indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office	Present	Present
A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR using TPF 8. Activity (Work) Schedule	Present	Present
Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VII. Bidding Forms	Present	Present

D. Financial Proposal (2nd Envelope)

Ms. Caunin announced that the opening of the financial proposal will be opened after the technical evaluation and those qualified will be informed.

Comments/Clarifications from the BAC Members:

Chairman Domalanta advised the representatives of the bidder that the submitted bids/ eligibility and technical documents would be subjected to bid evaluation in accordance with R. A. 9184 and its IRR to determine whether their bids comply with and responsive to all the eligibility requirements. After the bid evaluation, the bidder who qualified shall be notified to open the financial.

He added that failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award.

He expressed thanks and appreciation to the observers and bidders for participating in the proceedings.


Adjournment:

The meeting was thereupon adjourned at 3:30 P.M.

Prepared by:


HAILA P. BARAQUIO

Noted by:


SUNSHINE R. CAUNIN
Head
BAC Secretariat