

## BIDS AND AWARDS COMMITTEE

### PROCUREMENT OF CONSULTANCY SERVICES

For the Preparation of Detailed Architectural and Engineering (A & E) Design Plans  
for the Proposed Construction of the New DOF 20 Storey Office Building Project  
Supplemental Bid Bulletin No. 1  
August 13, 2015

This Supplemental Bid Bulletin No. 1 is issued to modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

REFERENCE	AMENDMENTS/CHANGES/ CLARIFICATIONS				
<p>Page 4</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Deadline for Submission of Bids</td> <td style="width: 50%;">August 25, 2015 9:45 am</td> </tr> </table>	Deadline for Submission of Bids	August 25, 2015 9:45 am	<p>Page 4</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Deadline for Submission of Bids</td> <td style="width: 50%;">August 28, 2015 9:45 am</td> </tr> </table>	Deadline for Submission of Bids	August 28, 2015 9:45 am
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<p>Page 88</p> <ul style="list-style-type: none"> <li>- Interior Design</li> <li>- Landscape Design</li> </ul>	<p>Page 88</p> <p>The proponent should discuss with the would be occupants on the nature of their needs as part of their data gathering.</p>																														
<p>Page 89</p> <p>E. Other Charges</p> <p>The Consultant shall, at its own expense, furnish the DOF the following</p> <ul style="list-style-type: none"> <li>E.1. xxx</li> <li>E.2.xxx</li> <li>E.3.xxx</li> </ul>	<p>Page 89</p> <p>E. Other Charges</p> <p>The Consultant shall, at its own expense, furnish the DOF the following</p> <ul style="list-style-type: none"> <li>E.1. xxx</li> <li>E.2. xxx</li> <li>E.3. xxx</li> <li>E.4. <b>Five (5) sets Design Development Plan</b></li> <li>E.5. <b>PDF and CAD file in CD format</b></li> </ul>																														
<p>Page 90</p> <p><b>A TERMS OF PAYMENT</b></p> <p>The payment scheme below shall be observed in the processing of payments in favor of the Firm. <b><u>EACH PAYMENT</u></b> shall be subject to ten percent (10%) retention money. DOF shall release to the Firm the total retention money only after the full acceptance of the Project, and upon clearance of all liabilities relative to the Project.</p> <table border="1" data-bbox="193 1771 815 1865"> <tr> <td><b>Phases of Work for the Consultancy Services</b></td> <td><b>Manner of Payment</b></td> </tr> </table>	<b>Phases of Work for the Consultancy Services</b>	<b>Manner of Payment</b>	<p>Page 90</p> <p><b>A TERMS OF PAYMENT</b></p> <p>The payment scheme below shall be observed in the processing of payments in favor of the Firm.</p> <p><b>TEN PERCENT (10%) of the total contract amount be withheld until after a certificate of completion indicating satisfactory completion of the consultancy service shall have been issued by it, or unless the same amount is substituted by a surety bond, callable on demand, or a letter of credit from accredited insurance or financial institution.</b></p> <table border="1" data-bbox="863 1805 1495 1888"> <tr> <td><b>Phases of Work for the Consultancy Services</b></td> <td><b>Manner of Payment</b></td> </tr> </table>	<b>Phases of Work for the Consultancy Services</b>	<b>Manner of Payment</b>																										
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A.	<b>Pre-Design Phase (15 %)</b>  (net of any kind and all amounts required by law to be retained by DOF	To be paid in three (3) equal payment subject to 10% retention.  1st payment equivalent to 5% of A&E consultant's fee, representing down payment, shall be released upon signing of contract between the Firm and DOFxxx	A.	<b>Pre-Design Phase (20 %)</b>  (net of any kind and all amounts required by law to be retained by DOF	<u><b>Full Payment</b></u> <b>Payment shall be made upon completion of services/reports required under this particular phase and upon the approval by the DOF.</b>
B.	<b>Design Phase (20%)</b>  (net of any kind and all amounts required by law to be retained by DOF	To be paid in three (3) equal payment subject to 10% retention.  -1 <sup>st</sup> tranche equivalent to 10% of the consultant's fee shall be released upon submission and approval of preliminary drawings, which shall include the following: xxx	B.	<b>Design Phase (30%)</b>  (net of any kind and all amounts required by law to be retained by DOF	<u><b>Full Payment</b></u> <b>Payment shall be made upon completion of services/reports required under this particular phase and upon the approval by the DOF.</b>
C.	<b>Contract Documents Phase (50%)</b>  (net of any kind and all amounts required by law to be retained by DOF  Note: At least 20 complete sets of contract documents to be provided by the Consultant	To be paid in two (2) equal payments subject to 10% retention  - 1st tranche equivalent to 25% of the consultant's fee shall be released upon submission and approval of contract documents, which shall include the following: xxx	C.	<b>Contract Documents Phase (35%)</b>  (net of any kind and all amounts required by law to be retained by DOF  Note: At least 20 complete sets of contract documents to be provided by the Consultant	<u><b>Full Payment</b></u> <b>Payment shall be made upon completion of services/reports required under this particular phase and upon the approval by the DOF.</b>

Page 107 <b>TPF 8. ACTIVITY (WORK) SCHEDULE</b>	See Revised Form
Page 110 <b>FPF 2. SUMMARY OF COSTS</b>	See Revised Form
Page 111 <b>FPF 3. BREAKDOWN OF PRICE PER ACTIVITY</b>	See Revised Form
Page 114 <b>FPF 6. MISCELLANEOUS EXPENSES</b>	See Revised Form
	<p>Query: In case construction phase exceeded 30 Months</p> <p>As provided in Section 2 of the Revised Implementing Rules and Regulations of RA 9184, "CONTRACT IMPLEMENTATION GUIDELINES FOR THE PROCUREMENT OF CONSULTING SERVICES.</p> <p><i>"2. Cost of Consulting Services</i></p> <p><i>All Consultancy Contracts shall be fixed price contracts. Any extension of contract time shall</i></p>

	<i>not involve any additional cost."</i>
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For guidance and information of all concerned.

**GIL S. BELTRAN**  
Undersecretary and Chair  
DOF Bids and Awards Committee

**TPF 8. ACTIVITY (WORK) SCHEDULE**

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**A. Field Investigation and Study Items**

	<i>[1st, 2nd, etc. are months from the start of project.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

**B. Completion and Submission of Reports**

Reports	Date
1. Inception Report	
2. Project Activity Plan	
3. Compliance Report on the Completion of Hiring of all Technical Experts	
4. 1 <sup>st</sup> Interim Report	
5. 2 <sup>nd</sup> Interim Report	
6. 3 <sup>rd</sup> Interim Report	
7. Final Report	

## FPF 2. SUMMARY OF COSTS

Costs	Currency(ies) <sup>1</sup>	Amount in Philippine Peso

Costs	Amount in Philippine Peso
1. Economic Team	
2. Legal and Policy Team	
3. Others (please specify)	
4. Admin	
5. Management Fee	
Subtotal	
Local Taxes	
Total Amount of Financial Proposal	

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<sup>1</sup>In cases of contracts involving foreign consultants, indicate the exchange rate used.

**FPF 3. BREAKDOWN OF PRICE PER ACTIVITY**

Activity No.: _____	Activity No.: _____	Description: _____
Price Component	Currency(ies) <sup>2</sup>	Amount in Philippine Peso
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

Activity No.: _____	Description: _____
Price Component	Amount in Philippine Peso
Remuneration	
Reimbursable	
Miscellaneous Expenses	
Subtotal	_____

<sup>2</sup>In cases of contracts involving foreign consultants, indicate the exchange rate used.

**FPF 6. MISCELLANEOUS EXPENSES**

Activity No. \_\_\_\_\_ Activity Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs between _____ and _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: vehicles, computers, etc.				
4.	Software				
	Grand Total				_____