
PRE-BID CONFERENCE FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE ICT MODERNIZATION STUDY

January 4, 2021, 10 AM

HIRING OF FILIPINO CONSULTANTS

I. Consultant's professional independence

- ❖ Prohibition on conflict of interest

II. Technology and knowledge transfer to the procuring entity shall be required in the provision of consulting services, where applicable.

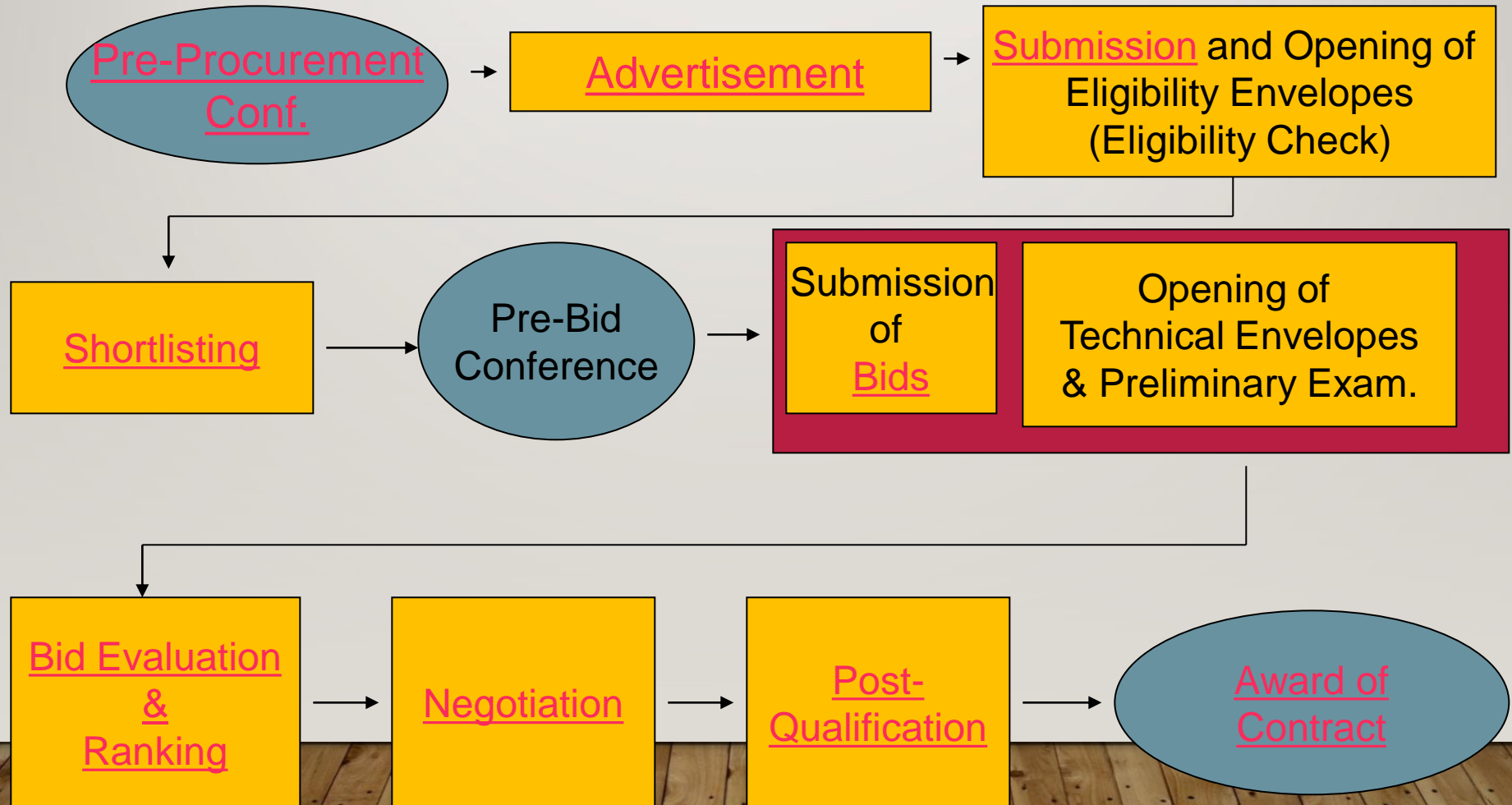
CONFLICT OF INTEREST

- ❖ Consultants shall not be hired for any project that would be in conflict with their **prior** or **current** obligations to other entities, or that may place them in a position of not being able to carry out the Project in the best interest of the Procuring Entity.
- ❖ Consultants shall not be related to the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree

CONFLICT OF INTEREST

- ❖ Failure by a Consultant to fully disclose potential conflict of interest at the time of Bid submission, or at a later date in the event that the potential conflict arises after such date, shall result in the Procuring Entity and/or the Funding Source seeking the imposition of the maximum administrative, civil and criminal penalties up to and including imprisonment

STANDARD BIDDING PROCEDURES FOR CONSULTING SERVICES



PRE-PROCUREMENT CONFERENCE (SEPT 28, 2020)

- Agreed on the criteria for eligibility screening/
short listing
 - Determine **number** of firms to shortlist
- Agreed on the criteria for evaluation of
proposals
 - Determine evaluation procedure (**Quality-cost based**)



ADVERTISEMENT

- Published in the Philippine Star on November 30, 2020
- Posted in the Bulletin Boards



PHILGUARANTEE

Philippine Guarantee Corporation

REQUEST FOR EXPRESSION OF INTEREST FOR Consulting Services for the ICT Modernization Study

1. The PHILIPPINE GUARANTEE CORPORATION through the 2020 Corporate Operating Budget intends to apply the sum of Eighteen Million Pesos (PHP 18,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for **Consulting Services for the ICT Modernization Study**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The PHILIPPINE GUARANTEE CORPORATION now calls for the submission of eligibility documents for consulting services for the ICT Modernization Study. The Consultant is expected to perform the following:
 - a) Review and analyze PHILGUARANTEE's existing core business processes and ICT environment.
 - b) Map PHILGUARANTEE's existing business and ICT environments with international best practices and standards.
 - c) Recommend a strategy or roadmap to enable the PHILGUARANTEE to achieve the desired modernization, integration and standardization. The operational sustainability of the recommended technologies must be ensured.

Detailed objectives are presented under Terms of Reference, Section VI on page 101.

Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before December 7, 2020, 2 PM at:

JIMMY B. SARONA

Chairperson, Bids and Awards Committee
PHILGUARANTEE JADE BUILDING OFFICE
3/F Jade Building, 335 Sen. Gil J. Puyat Avenue,
Makati City, Philippines

Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

3. Interested bidders may obtain further information from PHILIPPINE GUARANTEE CORPORATION and inspect the Bidding Documents at the address given below during Office hours from 8:00am-5:00pm.
4. A complete set of Bidding Documents may be acquired by interested Bidders on November 28 2020 from the address below or from www.philguarantee.gov.ph and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of TWENTY FIVE THOUSAND PESOS (PHP25,000.00).
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.

5. The 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 seven (7) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

Criteria	Weight	Score
1. Applicable experience of the consultant/firm	40%	
2. Qualification of principal and key staff of the consultant/firm who will be assigned to the job	30%	
3. Current workload relative to capacity	10%	
4. Adequacy of the proposed work plan and methodology in responding to the Terms of Reference	20%	
TOTAL	100%	

Only consultants who meet the minimum total score of 80% shall be shortlisted.

Criteria and Rating for Evaluation of Bidding Documents:

Technical Proposal : 70%
Financial Proposal : 30%

6. 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 restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
7. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within four (4) months.
9. The PHILIPPINE GUARANTEE CORPORATION 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.

10. For further information, please refer to:

MS. ROSEMARIE N. PRINCIPE
PHILGUARANTEE JADE BUILDING OFFICE
2/F, Jade Building, 335 Sen. Gil J. Puyat Avenue,
Makati City, Philippines
8897-3232/bac@philguarantee.gov.ph

28 November 2020

P.S. November 30, 2020

JIMMY B. SARONA
BAC Chairperson

ELIGIBILITY DOCUMENTS

(DECEMBER 7, 2020, 2 PM)

**Only SGV and Co. and Navarro Amper & Co.
submitted Class A Documents and/or Class B
Documents**

SHORT-LISTING (DEC. 28, 2020)

- Both bidders that submitted eligibility requirements were shortlisted
- Both garnered a grade of 96%

PRE-BID CONFERENCE

(January 4, 2021)

- For contracts P1.0M and above, at least **one (1)** pre-bid conference
- Attendance of the bidders **not required**
- Shall be held at least **12 days** before deadline for the submission and receipt of bids

PRE-BID CONFERENCE

- Who Attends?
 - BAC, TWG, BAC Secretariat, Observer
 - Shortlisted Consultants
- What are discussed?
 - Evaluation procedure, evaluation criteria and possible causes of failure
 - Requests for clarification

SUPPLEMENTAL BULLETIN

- Requests for clarification must be in writing and submitted at least **10 days** before deadline for submission and receipt of bids
- Supplemental bulletins shall be issued **7 days** before deadline for the submission and opening of bids
- Supplemental bulletin shall also be **posted** on the agency website



SUBMISSION AND OPENING OF BIDS

- Bids shall be submitted/opened at the **place, date and time** specified in the invitation to apply for eligibility and to bid.
- Bids may be modified **before** the deadline for the submission and receipt of bids.
- Bids may be **withdrawn before** the deadline for the receipt of bids. Withdrawal after deadline shall be subject to **sanctions**.
- **Bid security now required** for Consulting Services.

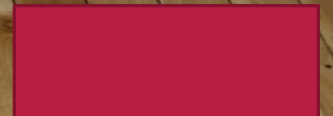
BID DOCUMENTS

Financial Envelope

- Financial Proposal

SUBMISSION AND OPENING OF BIDS

- BAC shall open
 - Letters of non-participation
 - Letters of withdrawal
 - Bids modified
 - Original bids
- Bidders or their duly authorized representatives **may attend** the opening of bids



BID EVALUATION

■ QUALITY-COST BASED

- Ranking is based **both** on the Technical and Financial Proposals
- Technical and Financial proposals shall be given 70% and 30% **weights**

FOR QCBE

- Evaluation
 - Firms whose TPs did not meet the minimum qualifying score of 80% will have their financial proposals (FPs) returned **unopened**
- Opening of financial proposals
 - Only firms whose TPs meet the qualifying score shall be invited to the **opening of FPs**
 - Name of firm, quality scores and prices of FPs are **read aloud** and recorded

FIRM	TECHNICAL SCORE (75%)	FINANCIAL SCORE (25%)	FINAL SCORE	RANK
1	84	100	88.00	1
2	86	91	87.25	2
3	85	83	84.50	3
4	80	77	79.25	5
5	83	71	80.00	4

FOR QCBE

- Lowest financial proposal is given 100 points
- Other financial proposals are scored as follows:

$$\frac{F_{\text{lowest}} \times 100}{FP_n}$$

Example

P 1.0 million

P 1.0 million = 100 points

P 1.0 million

P 1.2 million = 83 points

P 1.0 million

P 1.1 million = 91 points

P 1.0 million

P 1.3 million = 77 points

FOR QCBE

- To eliminate biased scoring of technical proposals, it is recommended that the **highest** and **lowest scores** for each criterion shall **not** be considered in determining the average scores
- Observe the Confidentiality Rule
- Evaluation process shall be completed in **21 days**

EVALUATOR	FIRM 1	FIRM 2	FIRM 3	FIRM 4	FIRM 5
A	95	75	84	83	84
B	84	88	86	81	82
C	84	86	85	79	84
D	83	85	84	79	82
E	84	87	86	80	83
AVERAGE (5E)	86.0	84.2	85.0	80.4	83.0
RANK	1	3	2	5	4

EVALUATOR	FIRM 1	FIRM 2	FIRM 3	FIRM 4	FIRM 5
A	95	75	84	83	84
B	84	88	86	81	82
C	84	86	85	79	84
D	83	85	84	79	82
E	84	87	86	80	83
AVERAGE (5E)	86.0	84.2	85.0	80.4	83.0
RANK	1	3	2	5	4
AVERAGE (3E)	84	86	85	80	83
RANK	3	1	2	5	4

EVALUATION OF TECHNICAL PROPOSALS

- Experience and Capability of Firm **30%**
- Plan of Approach and Methodology **35%**
- Quality of personnel to be assigned **35%**
 - Project Manager
 - Other Key Staff



NEGOTIATION WITH HIGHEST RATED BIDDER

- Finalization of methodology and work program
- Personnel to be assigned (compensation vs. qualification, number of man months)
- Facilities and data to be provided by the agency
- Provisions of the contract



FAILURE OF BIDDING

- No bid is received;
- All prospective bidders are **declared ineligible** or all eligible bidders fail to meet the shortlisting criteria;
- Shortlisted bidders **fail to comply** with all bid requirements or there is no successful negotiations or fail post qualification;
- Bidder with Highest Rated Responsive Bid **refuses without justifiable cause** to accept award of contract, and no award is made

AWARD OF CONTRACT

- Award of contract shall be made to the bidder with the **highest rated and responsive bid**.
- Decision to award or not to award shall be made within **15 days** from the date the BAC determines the highest rated and responsive bid.



CONTRACT SIGNING

- Contract shall be signed by the winning bidder and head of the agency within 10 days from receipt by the winning bidder of the notice of award

CONTRACT APPROVAL/ NOTICE TO PROCEED

- Contract shall be approved not later than **10 days** from date of determination of the winning bidder and the agency concerned has **signed** the contract
- NTP shall be issued to the successful bidder **3 days** from date of approval of the contract
- **Performance Security now required** for Consulting Services
- All bids are **fixed prices** and not subject to price adjustments

WARRANTY

- Consultants are liable for structural defects/failures due to faulty/ inadequate design and specifications as well as construction supervision.

CONTRACT IMPLEMENTATION

- Advance payment not to exceed 15% of contract amount.
- Any extension of contract time shall not involve any additional cost.
- No incentive bonus is allowed.

THANK YOU