



Republic of the Philippines  
 Department of Budget and Management  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



**Bid Bulletin No. 1**  
**07 May 2019**

**PUBLIC BIDDING NO. 19-038-5**

**Service Provider for the Department of Education Preparation of School Site Development Plan (Region V) for the Department of Education (DepEd) Part II**

Issued pursuant to Sec. 22.5 of the IRR of R.A. 9184 to clarify and/or amend certain provisions in the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the **Pre-Bid Conference** held on **April 30, 2019**, likewise, respond to bidders' written queries received within the prescriptive period for filing.

**A. AMENDMENTS**

REFERENCE	BASES FOR AMENDMENT
<b>SECTION III. BID DATA SHEET</b>	
<p><b>Page 35</b>            xxx</p> <p>Contact Person:  <del>ROSEMARIE ANDULAN</del> JESSICA G. GAPUZ            PMO-In-Charge            xxx</p> <p><b>Page 40</b>  <b>28.2</b></p> <p>xxx</p> <p>2. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) <del>within the last six months</del> covering the months of October, November, December 2018 and January, February and March 2019.</p>	<p>To clarify the requirements for better understanding.</p>

For the purpose of this Bulletin and for better understanding of its contents, the following rules shall apply: (a) ~~Double underline~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/word/provision being amended from the rest of the main text.


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<b>SECTION VI. TERMS OF REFERENCE</b>	
<b>Page 72</b>  <b>ITEMS AND SPECIFICATIONS</b>  <b>SERVICE PROVIDER FOR THE DEPRATMENT OF EDUCATION  PREPARATION OF SCHOOL SITE DEVELOPMENT PLAN (Region IV - A  V)</b>	To clarify the requirements for better understanding.

All other portions of the Bidding Documents affected by these amendments shall be made to conform to the same.

Amendments/inclusions/clarifications made herein shall be considered an integral part of the Bidding Documents.

  
**WEBSTER M. LAUREÑANA**  
*Chairperson, Bids and Awards Committee V*

# ***ITEMS AND SPECIFICATIONS***

## **SERVICE PROVIDER FOR THE DEPARTMENT OF EDUCATION PREPARATION OF SCHOOL SITE DEVELOPMENT PLAN (Region V)**

<b>AGENCY SPECIFICATIONS</b>	<b>BIDDER'S STATEMENT OF COMPLIANCE</b>	<b>REFERENCE</b>
<b><u>I. SCOPE OF WORKS:</u></b>		
The Services shall cover the following:		
<ol style="list-style-type: none"> <li>1. Conduct field/land survey on the school site.</li> <li>2. Setting of monuments (15 cm dia. x 40 cm concrete cylinder) to all corners for Schools with readily available Transfer Certificate of Title (TCT)/ Land Technical Descriptions, which will be provided by the School Head.</li> <li>3. Setting of Temporary markers (15 cm dia. x 40 cm PVC filled with concrete) to all corners identified by the School Head for Schools without the availability of Transfer Certificate of Title (TCT)/ Land Technical Descriptions.</li> <li>4. Plot existing structures/trees inside the school site on a tracing paper.</li> <li>5. Show the distances of the existing structures from property line of one school building to another.</li> <li>6. Identify boundaries of the school site.</li> <li>7. Show the nearest location of power utility posts, sewer and drainage lines, telecommunication lines and water supply lines.</li> </ol>		

8. Flow of drainage system must be reflected in the plan		
<b>II. Expected Outputs/ Deliveries</b>		
<p>1. Drawn to scale. Topographic/Structural as-built survey/Tree tagging of every identified school showing all the required school site information.</p> <p>For Trees that have any or at least one of the following characteristics shall be included or tagged in the plans:</p> <ul style="list-style-type: none"> <li>- At least Five (5) years of age.</li> <li>- At least Three (3) meters of height.</li> <li>- At least 6" stem diameter.</li> </ul> <p>2. Two (2) set of Topographic/Structural as-built survey/Tree tagging in a 20" x 30" tracing paper.</p> <p>3. Electronic file of the school site in AutoCAD file.</p> <p>4. All plans shall be signed and sealed by a Registered Geodetic Engineer.</p>		
<p><b>Standard Requirements:</b></p> <p>1. Technical outputs and/or shall conform to the standards, content and/or requirements of Land Surveying Manual of the Philippines and/or other applicable governing codes in the Philippines.</p> <p>2. Progress reports are reportorial requirements for monitoring the project. The frequency of progress reporting shall be agreed and included in the Inception report.</p> <p>3. The DepED-EFD TWG assigned to the project shall issue Certificate of Acceptance for the required deliverables per scope of work.</p>		
<b>III. Project Duration</b>		
<p>The School Site Development Plan project shall be on a period according to its clustering of DepED divisions (<i>refer to attachment</i>). Total project duration shall commence upon issuance of Notice to Proceed.</p>		

IV. Project Sites		
<p>Project sites will be clustered according to its nearby site locations at selected schools at Regions CAR, I, II, III, IV-A and V with a total of 3,583 sites listed in the attachment.</p>		
V. Implementation Arrangement		
<p>1. Project Management or Contract Administration Arrangement</p> <p>There will be a creation of a Technical Working Group (TWG) of technical and subject experts from Education Facilities Division (EFD). The TWG shall be headed by a person who can provide clear direction and management including supervision in the development of the outputs required in the TOR including implementation of the project.</p> <p>2. Reporting Obligations, notices and approval process including minimum or essential reports' contents: the Consultant will report directly to the Head of the TWG. The TWG Head will approve notices and acceptance of deliverables based on the TOR, activities and other related tasks.</p>		
VI. Roles and Responsibilities		
<p>a. Conduct all activities in accordance with the contract and with the skill and care expected of a competent provider of the services required.</p> <p>b. Be responsible for the timely provision of all resources, information and decision making under its control that are necessary to reach a mutually agreed Updated Project Plan within the time schedule specified in the Terms of Reference. Failure to provide such resources, information and decision making may constitute grounds for termination.</p> <p>c. Provide the operational modules (if applicable) and/or documents to support the training program.</p> <p>d. Abide by all the terms and conditions stipulated in the project contract.</p>		

<p>e. Report progress of the project as agreed.</p> <p>f. Submit to EFD the final materials, reports and documents as specified in the contract and terms of reference.</p> <p>g. All computer programs, documentation and other outputs developed by the Service Provider shall be the sole and exclusive property of the DepED.</p> <p>h. For the purpose of review and approval of documents and other outputs by the DepED, the following are the arrangement:</p> <ul style="list-style-type: none"> <li>i) The Service Provider shall prepare and submit the materials or documents for the DepED's approval or review through the DepED TWG point/liaison person.</li> <li>ii) The DepED TWG shall review the outputs submitted by the Service Provider within ten (10) working days from receipt of the documents.</li> <li>iii) Any part of the Project covered by or related to the documents to be approved by the DepED shall be executed only after the approval of the documents. Likewise, all documents supporting payment shall have to go through the same process.</li> <li>iv) Within ten (10) working days after receipt by the DepED TWG of any documents requiring DepED's approval, the DepED TWG shall either return one copy to the Service Provider with its approval endorsed on the output/document or shall notify the Service Provider in writing of its disapproval of the document and the reasons disapproval and the modifications required.</li> <li>v) Any document shall not be disapproved except on the grounds that the document does not comply with some specified provision of the Contract or that it is contrary to good industry practice.</li> </ul>		<p>Submit to EFD the final materials, reports and documents as specified in the contract and terms of reference.</p> <p>All computer programs, documentation and other outputs developed by the Service Provider shall be the sole and exclusive property of the DepED.</p> <p>For the purpose of review and approval of documents and other outputs by the DepED, the following are the arrangement:</p> <ul style="list-style-type: none"> <li>i) The Service Provider shall prepare and submit the materials or documents for the DepED's approval or review through the DepED TWG point/liaison person.</li> <li>ii) The DepED TWG shall review the outputs submitted by the Service Provider within ten (10) working days from receipt of the documents.</li> <li>iii) Any part of the Project covered by or related to the documents to be approved by the DepED shall be executed only after the approval of the documents. Likewise, all documents supporting payment shall have to go through the same process.</li> <li>iv) Within ten (10) working days after receipt by the DepED TWG of any documents requiring DepED's approval, the DepED TWG shall either return one copy to the Service Provider with its approval endorsed on the output/document or shall notify the Service Provider in writing of its disapproval of the document and the reasons disapproval and the modifications required.</li> <li>v) Any document shall not be disapproved except on the grounds that the document does not comply with some specified provision of the Contract or that it is contrary to good industry practice.</li> </ul>
<ul style="list-style-type: none"> <li>vi) If the DepEd disapproves the document/output, the Service Provider shall modify the document/Output and resubmit it for approval.</li> <li>vii) If any dispute or difference occurs between</li> </ul>		

<p>the DepED and the Service Provider in connection with or arising out of the disapproval by the end-users of any outputs and/ or any modification/s that cannot be settled between the parties within a reasonable period, then, such dispute may be referred to the heads of the end user offices and the responsible Service Provider's Adjudicator for determination.</p> <p>viii) The end users approval, with or without modification of the document/output/material furnished by the Service Provider, shall not relieve the Service Provider of any responsibility or liability imposed upon it by any provisions of the Contract except to the extent that any subsequent failure results from modifications required by the DepED TWG or inaccurate information furnished in writing to the Service Provider by or on behalf of the DepED.</p>		
<b>VII. SUSTAINABILITY FACTOR</b>		
<p>Being the Site Development Plans owner, EFD-DepED shall be responsible for implementing the project. Service Provider shall be responsible for providing the required Site Development Plan.</p>		
<b>VIII. TECHNICAL SPECIFICATIONS</b>		
<p>Shall conform with the attached Terms of Reference (TOR)</p>		

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

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Name of Company / Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date