

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

Section III is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB, and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

- (a) Information that specifies and complements provisions of Section II must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
<p><b>Error! Reference source not found.</b></p>	<p>The Procuring Entity is <i>University of the Philippines Manila</i></p> <p>The evaluation procedure is</p> <p><i>Select one, delete the rest:</i></p> <p>Quality Cost Based Evaluation/Selection (QCBE/QCBS)</p> <p><b>NOTE:</b> <i>For the World Bank, all of the above may be used. GoP permits the use of QCBE and QBE, users should note that the GoP version of QBE is what the World Bank refers to as selection under a fixed budget. A summary of each is set out below:</i></p> <p><i>QCBE/QCBS – (GoP and WB) Technical and Financial Scores are combined to determine the winner. ABC is stated and Financial Proposal above this amount are rejected except in the case of WB, no ABC or cost estimate is included in the Bidding Documents except for an estimate of the staff months required to complete the Project.</i></p> <p><i>QBS - (WB). The Consultant achieving the highest Technical Score has its Financial Proposal opened and is invited to negotiate a contract based on its Technical and Financial Proposals irrespective of the amount of the Financial Proposal. No other Financial Proposals are opened.</i></p> <p><i>QBE – (GoP) The Consultant achieving the highest Technical Score has its Financial Proposal opened and provided that it is within the ABC or cost estimate, which is disclosed in the Bidding Documents, is invited to negotiate a contract.</i></p> <p><i>Selection Under a Fixed Budget – (WB) The Consultant achieving the highest Technical Score has its Financial Proposal opened and provided that it is within the ABC or cost estimate, which is disclosed in the Bidding Documents, is invited to negotiate a contract.</i></p> <p><i>Least Cost Selection - (WB) All Consultants passing a minimum Technical Score have their Financial Proposals opened. The Consultant with the least cost is invited to negotiate a contract.</i></p>
<p><b>Error! Reference</b></p>	<p>The Funding Source is: Fund 184-142</p>

<p><b>source not found.</b></p>	<p><i>Select one, delete the other:</i></p> <p><i>If the Funding Source is GoP: The Government of the Philippines (GoP) through (Fund 184-142)</i></p> <p><b>NOTE:</b> <i>In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of Government-Owned and/or –Controlled Corporations, Government Financial Institutions, and State Universities and Colleges, the Corporate Budget for the contract approved by the governing Boards; in the case of Local Government Units, the Budget for the contract approved by the respective Sanggunian.</i></p> <p>The name of the project is <i>Newborn Screening Facility Engagement Campaign (Rebid).</i></p>
<p><b>Error! Reference source not found.</b></p>	<p><i>Insert description of the Project</i></p>
<p><b>Error! Reference source not found.</b></p>	<p><i>Select one, delete the other.</i></p> <p><i>If the Project shall not be phased, state: The Project shall not be phased.</i></p> <p><i>If the Project is to be phased, insert a description of the phases here, referring to the Terms of Reference (TOR) as necessary.</i></p>
<p><b>Error! Reference source not found.</b></p>	<p><i>Select one, delete the rest.</i></p> <p><i>If the Funding Source is GoP, maintain the ITB Clause and state here: No further instructions.</i></p>
<p><b>Error! Reference source not found.</b></p>	<p><i>Select one, delete the other.</i></p> <p><i>If the Funding Source is the GoP, state either “Subcontracting is not allowed.” or specify the portions of Consulting Services and the maximum percentage allowed to be subcontracted.</i></p>
<p><b>Error! Reference source not found.</b></p>	<p><i>If subcontracting is allowed, specify the eligibility criteria that subconsultants must comply with, including the corresponding documentary requirements therefor; otherwise, state “Not applicable”.</i></p>
<p>7.1</p>	<p>The Procuring Entity will hold a pre-bid conference for this Project on <i>Board Room, UP Manila</i></p>

	<p><i>8/F, Philippine General Hospital</i></p> <p><i>Taft Avenue, Manila</i></p> <p><i>The date and time of pre-bid conference is 17 March 2020, 1:30 PM.</i></p>
<b>Error! Reference source not found.</b>	<p>The Procuring Entity's address is:</p> <p><i>Ms. Carlota P. Surat, Secretary</i></p> <p><i>Bids and Awards Committee 3</i></p> <p><i>Procurement Office, UP Manila</i></p> <p><i>88141-224</i></p>
<b>Error! Reference source not found.</b>	Not applicable.
<b>Error! Reference source not found.</b>	The minimum required experience of proposed professional staff is at least ten (10) years.
<b>Error! Reference source not found.</b>	Taxes: [ <i>Specify Consultant's liability: nature, sources of information</i> ]
<b>Error! Reference source not found.</b>	<i>The ABC is Three Million Five Hundred Thousand Pesos. (PhP3,500,000.00) Any bid with a financial component exceeding this amount shall not be accepted.</i>
<b>Error! Reference source not found.</b>	The bid prices shall be quoted in Philippine Pesos
<b>Error! Reference source not found.</b>	No further instructions.

<b>Error! Reference source not found.</b>	Bids will be valid until One Hundred Twenty (120) calendar days from the opening of the bids and in case of an award, the contract price must be valid until the delivery period.
<b>Error! Reference source not found.</b>	The bid security shall be limited to a <b>Bid Securing Declaration</b> or any of the following forms and amounts: 1. 2% of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;  5% of ABC, if bid security is in Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission;
<b>Error! Reference source not found.</b>	The bid security shall be valid until <b>One Hundred Twenty (120) calendar days from the opening of the bids.</b>
<b>Error! Reference source not found.</b>	No further instructions.
<b>Error! Reference source not found.</b>	No further instructions.
<b>Error! Reference source not found.</b>	Each Bidder shall submit (1) one original and (2) two copies of the first and second components of its bid.
<b>Error! Reference source not found.</b>	The address for submission of bids is  <b>Internal Audit Office, UP Manila 8/F, Philippine General Hospital Taft Avenue, Manila</b>  The deadline for submission of bids is <b>30 March 2020, 11:30 AM.</b>
21.2	The address for opening of bids is  <b>Board Room, UP Manila 8/F, Philippine General Hospital Taft Avenue, Manila</b>

	The date and time for opening of bids is <b><i>30 March 2020, 1:30 PM.</i></b>
22.1	No further instructions.
25.1	<p>The following processes for the opening and evaluation of bids shall be adopted:</p> <p>a) The technical proposal together with the financial proposal shall be considered in the ranking of consultants. The technical proposals shall be evaluated first using the criteria in <b>ITB</b> Clause 25.2. The financial proposals of the consultants who meet the minimum technical score shall then be opened.</p> <p>a) The financial and technical proposals shall be given corresponding weights with the financial proposal given a minimum weight of fifteen percent (15%) up to a maximum of forty percent (40%). The weight of the technical criteria shall be adjusted accordingly such that their total weight in percent together with the weight given to the financial proposal shall add to one hundred percent (100%). The BAC shall rank the consultants in descending order based on the combined numerical ratings of their technical and financial proposals and identify the Highest Rated Bid.</p> <p>b) The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.</p> <p>After approval by the HoPE of the Highest Rated Bid, the BAC shall, within three (3) calendar days, notify and invite the consultant with the Highest Rated Bid for negotiation in accordance with <b>ITB</b> Clause 27.</p>
25.3	No further instructions.
26.1	<p>The opening of Financial Proposals shall be <b><i>30 March 2020, 1:30 PM.</i></b> at</p> <p><b>Board Room, UP Manila</b>  <b>8/F, Philippine General Hospital</b>  Taft Avenue, Manila</p> <p>Financial Proposals shall be opened in public.</p>
26.2	<p><i>For Quality Cost Based Evaluation (QCBE):</i></p> <p>After the evaluation of quality is completed, the Procuring Entity shall notify those Consultants whose Bids did not meet the minimum qualifying mark or were considered non-responsive to the Bidding Documents and TOR, indicating that their Financial Proposals shall be returned unopened after completing the selection process. The Procuring Entity shall simultaneously notify the Consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial</p>

Proposals. The opening date shall not be sooner than two weeks after the notification date unless otherwise specified in **ITB** Clause 26.1. The notification may be sent by registered letter, facsimile, or electronic mail.

The Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Procuring Entity shall prepare minutes of the public opening.

The BAC shall determine whether the Financial Proposals are complete, *i.e.*, whether all the documents mentioned in **ITB** Clause .1.37.(e) are present and all items of the corresponding Technical Proposals that are required to be priced are so priced. If not, the Procuring Entity shall reject the proposal. The BAC shall correct any computational errors, and convert prices in various currencies to the Philippine Peso at the rate indicated in **ITB** Clause .1.44.(b). The Financial Proposal shall not exceed the ABC and shall be deemed to include the cost of all taxes, duties, fees, levies, and other charges imposed under the applicable laws. The evaluation shall include all such taxes, duties, fees, levies, and other charges imposed under the applicable laws; where special tax privileges are granted to a particular class or nationality of Consultant by virtue of the GoP's international commitments, the amount of such tax privileges shall be included in the Financial Proposal for purposes of comparative evaluation of Bids.

The lowest Financial Proposal (Fl) shall be given a Financial Score (Sf) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below:

$$Sf = 100 \times Fl/F$$

Where:

Sf is the financial score of the Financial Proposal under consideration,

Fl is the lowest Financial Proposal, and

F is the Financial Proposal under consideration.

Using the formula  $S = St \times T\% + Sf \times F\%$ , the Bids shall then be ranked according to their combined St and Sf using the weights (St is the technical score of the Technical Proposal under consideration; T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal;  $T + F = 1$ ) indicated below:

T \_\_\_\_\_ [*From 0.6 to 0.85*]; and

F \_\_\_\_\_ [From 0.15 to 0.4];

provided that the total weights given to the Technical and Financial Proposals shall add up to 1.0.

*For Quality Cost Based Selection (QCBS):*

After the evaluation of quality is completed, the Procuring Entity shall notify those Consultants whose Bids did not meet the minimum qualifying mark or were considered non-responsive to the Bidding Documents and TOR, indicating that their Financial Proposals shall be returned unopened after completing the selection process. The Procuring Entity shall simultaneously notify the Consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date unless otherwise specified in **ITB** Clause 26.1. The notification may be sent by registered letter, facsimile, or electronic mail.

*The Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Procuring Entity shall prepare minutes of the public opening.*

The BAC shall determine whether the Financial Proposals are complete, *i.e.*, whether all the documents mentioned in **ITB** Clause .1.37.(e) are present and all items of the corresponding Technical Proposals that are required to be priced are so priced. If not, the Procuring Entity shall reject the Bid. The BAC shall correct any computational errors, and convert prices in various currencies to the Philippine Peso at the rate indicated in **ITB** Clause .1.44.(b). The Financial Proposal shall be deemed to *[include/exclude]* the cost of all taxes, duties, fees, levies, and other charges imposed under the applicable laws. The evaluation shall *[include/exclude]* all such taxes, duties, fees, levies, and other charges imposed under the applicable laws; where special tax privileges are granted to a particular class or nationality of the Consultant by virtue of the GoP's international commitments, the amount of such tax privileges shall be included in the Financial Proposal for purposes of comparative evaluation of Bids.

The lowest Financial Proposal (F1) shall be given a Financial Score (Sf) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below:

$$Sf = 100 \times F1/F$$

Where:

	<p>Sf is the financial score of the Financial Proposal under consideration,</p> <p>Fl is the lowest Financial Proposal, and</p> <p>F is the Financial Proposal under consideration.</p> <p>Using the formula <math>S = St \times T\% + Sf \times F\%</math>, the Bids shall then be ranked according to their combined St and Sf using the weights (St is the technical score of the Technical Proposal under consideration; T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) indicated below:</p> <p>T _____ [<i>From 0.6 to 0.85</i>]; and</p> <p>F _____ [<i>From 0.15 to 0.4</i>];</p> <p>provided that the total weights given to the Technical and Financial Proposals shall add up to 1.0.</p>
27.1	<p>The address for negotiations is</p> <p><b>Bids and Awards Committee 3</b>  <b>Office of the BAC Secretariat</b>  <b>8<sup>th</sup> Floor, PGH Central Block Building</b></p>
27.2(e)	No negotiations pertaining to the Financial Proposal shall be undertaken.
28.2	<i>“No additional requirement.”</i>
31.4.6	<i>“No additional requirement.”</i>
32.1	No further instructions.
33.2	The effective date of the contract is <b>Notice to Proceed</b>