

## **BID BULLETIN NO. 2**

### **PROCUREMENT OF THE CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE INCUBATION PROGRAMS FOR THE MARIKINA ENTERPRISE SCALE-UP HUB (IHUB-MESH)**

**(PROJECT REFERENCE NO. MR24-10-137)**

Please be advised of the following queries and clarifications raised during the Pre-Bid Conference held on February 7, 2025 and through email submitted by the bidders on February 11, 2025 :

<b>QUERIES</b>	<b>ANSWERS</b>
<b>The bidder clarifies if the maintenance of the facility is included in the scope of the project?</b>	➤ The end-user answered that the maintenance of the facility is not included in the scope of the project.
<b>The bidder clarifies the 5-year planning, if the first year of the project is for the plan only, or if they need to start the execution including the application period for Startups and MSME's?</b>	➤ The end-user answered that in the first year of the project, the winning bidder should include the execution not only the plan for the said project.
<b>They also clarify if it's 100 startups and 100 MSMEs or 100 startups and MSMEs combined? And they also added to the clarification if it's for the first year or the 5 years of the project?</b>	➤ The end-user said it's for the five succeeding years.
<b>The bidder asked what we mean by access to capital and also the definition of investment readiness</b>	<div>➤ The end-user is asking to identify part of the plan networks that have venture capital, Private equity, and angel investors that will support the objectives of the iHub.</div> <div>➤ Investment Readiness is defined in DTI's Investment Readiness Level as determined for the Startup Grant Fund.</div>
<b>The bidder wants further clarification on the MSMEs and the Startups?</b>	➤ The main target for the incubation are founders who want to create startups but as a secondary target audience, we request to include the SME to be digitalized to allow them to hyperscale similar to a startup.

<p>Each payment tranche shall be accompanied by a report which shall be reflected on TPF 7. It was stated in the TOR that the total duration of the program is 127 days (page 154). However, when they cross-checked the report schedule with the terms of payment the total number of days would be 157 days (page 158-159). The shortlisted bidder like know if Phase 3.1 and 3.2 will be done simultaneously and not 60 days plus 60 days?</p> <p>Phase 1: 7 days Phase 2: 30 days Phase 3.1: 60 days Phase 3.2: 60 days</p>	<p>➤ Simultaneously with a little allowance to make up for any untoward events.</p>
<p>Is it possible to change the team members from the initial team that they submitted during the eligibility?</p>	<p>It is clearly stated in the GCC Clause 39.1 that:</p> <p><i>No changes shall be made in the Key Personnel, except for justifiable reasons as may be determined by the Procuring Entity, as indicated in the <b>SCC</b>, and only upon prior approval of the Procuring Entity. If it becomes justifiable and necessary to replace any of the Personnel, the Consultant shall forthwith provide as a replacement a person of equivalent or better qualifications. If the Consultant introduces changes in Key Personnel for reasons other than those mentioned in the <b>SCC</b>, the Consultant shall be liable for the imposition of damages as described in the <b>SCC</b>.</i></p>
<p>Clarification regarding the Scope of the Project. Would the end user requesting also the initial workshops for the incubation program be included in the bid?</p>	<p>➤ Yes the end user request for initial execution of workshops that will attract potential founders of startups to the iHub</p>

<p><b>The bidder would be allowed to add an appendix to TPF4? Given, that there is a hard cap for the number of pages for the work plan (3 pages). If allowed, what would be the maximum number of pages for the appendix?</b></p>	<p>➤ Yes, it is allowed to add an appendix to TPF 4 however, on the draft a work plan on how the Consultant Company will accomplish the project. Include the scope, target deliveries, methodologies, financial expenses, material and human resources to be utilized (maximum of 3 pages).</p>
<p><b>Please confirm the list of documents needed for the sealed bids:</b></p> <p><b>A. Technical Documents</b></p> <ul style="list-style-type: none"> <li>i. TPF 1</li> <li>ii. TPF 2</li> <li>iii. TPF 3</li> <li>iv. TPF 4</li> <li>v. TPF 5</li> <li>vi. TPF 6</li> <li>vii. TPF 7</li> <li>viii. Omnibus Sworn Statement</li> <li>ix. Company Profile</li> <li>x. Bid security document</li> </ul> <p><b>B. Financial Proposal</b></p> <ul style="list-style-type: none"> <li>i. FPF 1</li> <li>ii. FPF 2</li> <li>iii. FPF 3</li> <li>iv. FPF 4</li> <li>v. FPF 5</li> <li>vi. FPF 6</li> </ul>	<p>➤ Please see Annex “A” for the Checklist used on the said project.</p>
<p><b>For the payment for the bid documents, the bidder must pay it to the BAC and include the receipt inside the FPF folder? since the shortlisted bidder downloaded it from PhilGeps?</b></p>	<p>➤ Short-listed consultants may be asked to pay a fee to recover the cost of the preparation and development of the Bidding Documents pursuant to the Guidelines on the Sale of Bidding Documents (2016 IRR Section 17.4). If the Bidding Documents are sold, the Procuring Entity shall only accept bids from short-listed</p>

	consultants that have purchased the Bidding Documents from the office indicated in the REI. Prior to the acceptance of bids, short-listed consultants may be required to show the official receipt as proof of payment.
<p><b>There was a question during the pre-bid meeting regarding whether "execution" of the incubation programme is part of this bid's scope or not. The current understanding is that this bid's output only covers the presentation of a validated plan and programme design. The execution of the said programme would be a separate bid. Please confirm if this understanding is correct; if not, please clarify asked by the shortlisted bidder.</b></p>	<p>➤ Plans with initial execution to be discussed by the Technical Working Group during Negotiations.</p>

#### Reminders:

- Bidders must also provide a soft copy of the Detailed Financial Proposal in **Microsoft Excel** format showing the formula used in the computation of the costs.
- The **USB** containing the soft copy of the detailed financial bid should be enclosed in the financial proposal envelope.
- The deadline for submission of the Technical and Financial Proposal will be on February 19, 2025, at 1:00 pm (7<sup>th</sup> floor NDC clock) on the 7<sup>th</sup> floor NDC Building. **Late bids will not be accepted.**
- The Opening of the Technical and Financial Proposal shall be on February 19, 2025 2:00 p.m. at the ABB Hall, NDC Building.
- Complete set of technical proposal and financial proposal shall bear tabs identifying/separating each of the required on the said documents.
- Please be reminded that during the Opening of the Technical and Financial Proposal to determine each bidder's compliance with the documents prescribed in ITB Clause 10, the BAC shall open the first envelope (Technical Proposal) and check the submitted documents of each bidder in accordance with ITB Clause 10.2. Using a non- discretionary "pass/fail" criterion, the BAC will ascertain if the documents are all present. If a bidder submits the required document, it shall be rated "passed" for that particular requirement while bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed".

Furthermore, the BAC shall conduct a Post-Qualification process to ascertain the veracity, authenticity, and validity of Class “A” eligibility documents supporting the PhilGEPS Certificate of Registration and Membership, other statements made, and all documents submitted by the bidder with the Lowest Calculated Bid / Highest Rated bid using non-discretionary criteria.

- For further inquiries, you may coordinate with our Bids and Awards Committee Secretariat at 8840-4838 loc. 224.

This **BID BULLETIN No. 2** is issued this 13<sup>th</sup> day of February 2025 for the guidance and information of all concerned.

(signed)  
**AGM ALEWIJN AIDAN K. ONG**  
Chairperson  
Bids and Awards Committee

# ANNEX "A"

<b>SUBJECT:</b> Preliminary Examination of Technical Proposal for the <b>PROCUREMENT OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE INCUBATION PROGRAMS FOR THE MARIKINA ENTERPRISE SCALE-UP HUB (MESH)</b>		Passed	Failed
<b>DATE:</b> <b>PROJECT REFERENCE NO:</b> <b>APPROVED BUDGET:</b>			
<b>TECHNICAL REQUIREMENTS</b>			
<b>I. TPF 1. Technical Proposal Submission Form</b>			
<b>II. Bid Security</b> shall be in the following amount/form:			
	Bid-Securing Declaration (Bid Data Sheet ITB Clause 15.1 p. 65)		
	The amount of not less than [2% of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;		
	or The amount of not less than [5% of ABC], if bid security is in Surety Bond, callable on demand		
<b>III. TPF 2. Consultant's Reference</b> - Relevant Services Carried Out in the Last Five Years that Best Illustrate Qualifications			
<b>IV. 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</b>			
<b>A. On the Terms of Reference</b>			
<b>B. On the Data, Services and Facilities to be Provided</b>			
<b>V. TPF 4. Description of the Methodology and Work Plan for Performing the Project</b>			
Adequacy of the proposed methodology and work plan in responding to the			
a) Technical Approach and Methodology			
b) Work Plan (Should be consistent with the Work Schedule of Form TPF 8)			
<b>VI. TPF 5. Team Composition and Task</b>			
Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and other partners or stakeholders			
<b>VII. TPF 6. Curriculum Vitae (CV) for Proposed Professional Staff</b>			
<b>VIII. TPF 7. Time Schedule for Professional Personnel</b>			
<b>IX. TPF 8. Activity (Work) Schedule</b>			
<b>A. Field Investigation and Study Items</b>			
<b>B. Completion and Submission of Reports</b>			
<b>X. Omnibus Sworn Statement</b>			
REMARKS (Passed/Failed)			

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<b>DATE:</b> <b>PROJECT REFERENCE NO:</b> <b>APPROVED BUDGET:</b>			
<b>FINANCIAL REQUIREMENTS</b>			
<b>I. FPF 1. Financial Proposal Submission Form</b>			
<b>II. FPF 2. Summary of Costs</b>			
<b>III. FPF 3. Breakdown of Price per Activity</b>			
<b>IV. FPF 4. Breakdown of Renumeration per Activity</b>			
<b>V. FPF 5. Reimbursables per Activity</b>			
<b>VI. FPF 6. Miscellaneous Expenses</b>			
REMARKS (Passed/Failed)			