

SPECIAL BIDS AND AWARDS COMMITTEE

BID BULLETIN No. 01

**Consulting Services for Systems Development  
for REM, HOA and Cases**

NOTICE is hereby given that during the pre-bid conference on September 15, 2014 on the above-stated procurement, the following amendments to the bidding documents have been made:

**I. Item No. 24.3 of the BID DATA SHEET: Points for the Key Personnel shall be 60pts. instead of 20pts.**

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| <b>Experience of the Consultant and Key Personnel</b> <ul style="list-style-type: none"><li>▪ <b><u>Key Personnel (60pts)</u></b></li><li>▪ <i>Similar Projects (10pts)</i></li></ul> <p><i>Note: Bidders should follow the attached form</i></p>                      | 70pts  |
| <b>Plan of Approach and Methodology</b> <ul style="list-style-type: none"><li>▪ <i>Approach (30pts)</i><ul style="list-style-type: none"><li>➤ Design approach to meet the objectives as stated in the Terms of Reference and schedule of delivery</li></ul></li></ul> | 30pts  |
| Total                                                                                                                                                                                                                                                                  | 100pts |

Technical Score will be summed up to 100 pts, wherein bidders must garner at least 60%, before the weight of 85% will be applied.

**II. Item No. 24.1 of the BID DATA SHEET: The financial and technical proposal shall be given corresponding weights with the financial proposal given a weight of fifteen percent (15%).**

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| 24.1 | The following processes for the opening and evaluation of bids shall be adopted: |
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|  | <p>a) The technical proposal together with the financial proposal shall be considered in the evaluation of consultants. The technical proposals shall be evaluated first using the criteria in <b>ITB</b> Clause 24.2. The financial proposals of the consultants who meet the minimum technical score shall then be opened.</p> <p>b) <b><u>The financial and technical proposals shall be given corresponding weights with the financial proposal given a weight of fifteen percent (15%).</u></b> 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>c) The Head of the Procuring Entity 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>d) After approval by the Head of the Procuring Entity 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 26.</p> |
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The total score garnered for the technical criteria shall be converted into 85% and the financial criteria score to be converted into 15%

Sample computation:

Technical criteria score:  $80 * 85\% = 68$

Financial criteria score :  $75 * 15\% = 11.25$

Total Score: Technical Criteria Score + Financial Criteria Score = 79.25

**III. 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.**

Applicable Taxes include:

- Expanded Withholding Tax (EWT) - 2%
- Value Added Tax (VAT) - 5%

**IV. Under 4.3, Case Information Module, TERMS OF REFERENCE:**

The following shall be added under the functionalities of Case Information Module:

- Generate Summary Proceedings
- Generate specific report of cases according to: per Arbiter



**ATTY. RIA CORAZON A. GOLEZ-CABRERA**  
Special BAC Chair