PEZA BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN No. 2024-02

PROJECT: **Procurement of Consultancy Services for the Green Certification, Architectural and Engineering (A&E) Design, Including Quantity Surveying of Fit-Out Works, and Project Management for the New PEZA Business and Investment Center (PEZA-HO-2024-01)**

This Supplemental Bid Bulletin No. 2024-02 is being issued to address queries/clarifications in the Bidding Documents sent thru email and raised by bidders during the pre-bid conference conducted on 04 March 2024.

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<tr><td>Deadline of Bid Submission</td><td>March 18, 2024,9:00AM</td></tr>
<tr><td>Opening of Bids</td><td>March 18 2024,10:00AM</td></tr>
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<tr><th>Activity</th><th>Schedule</th></tr>
<tr><td>Deadline of Bid Submission</td><td>April 1, 2024/1:00PM</td></tr>
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The above schedule was moved in accordance to Section 29 of the Revised Implementing Rules and Regulations of RA 9184.
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<tr><td>FORMS</td><td>FORMS
The following are the required forms for to be accomplished. Please the attached Annexes for reference:
1. FIRST ENVELOPE: TECHNICAL PROPOSAL
Technical Proposal Submission Form (TPF1)
Description of organization and outline of recent experience
Consultant's References (TPF2)
a. List of On-Going and Completed Government and Private Similar Contracts in The Last 10 Years and Above Form
b. Relevant Services Carried Out in The Last Five Years That Best</td></tr>
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	Illustrate Qualifications Form • Comments and suggestions on the Terms of Reference (TPF3) • Description of the Methodology and Work Plan for Performing the Project (TPF4) • Organizational chart of the key and support staff indicating their tasks (TPF5) • List of key personnel with CVs (TPF6) • Time Schedule for Professional Personnel (TPF7) • Activity (Work) Schedule (TPF8) • Omnibus Sworn Statement • Bid security in its required form, amount and validity period **2. SECOND ENVELOPE: FINANCIAL PROPOSAL** • Financial Proposal Submission Form (FPF 1) • Summary of Costs (FPF 2) • Breakdown of Price per Activity (FPF 3) • Breakdown of Remuneration per Activity (FPF 4) • Reimbursables per Activity (FPF 5) • Miscellaneous Expenses (FPF 6)
QUERY	**RESPONSE**
Oscar R. Ruivivar and Associates	
Architectural Design / Drawing Requirements:	
1. Are we required to submit Perspectives and Walk-Thru of all rooms and offices, Fit-Out at every floor?	*YES, Perspectives and Walk-Thru Animation are required for all rooms and offices on each floor. For the purpose of uniformity, please refer to the attached list outlining the specific rooms and offices that require both perspective views and Walk-Thru documentation.*
2. The same question for the Axonometric floor plans with specs?	*NO, Axonometric floor plans with specifications is not required; the winning consultant will be responsible for submitting these during the Design Phase.*

3. Is Site Development Plan still required since what is bidded out is Interior Fit-Outs?	*NO, it is not required.*
4. Are you going to provide to the bidders Base Floor Plans of all 13 floors?	*YES, however, only the necessary plans needed to come up with the preliminary conceptual design will be provided. Please refer to the attached plans (PDF format).*
Palafox Associates and DCCD Engineering Corporation	
5. May we clarify if the contractor is also the designer of the building? If not, we highly suggest inviting the architect/designer of the building as well.	N/A (*This has already been addressed during the round table discussion with the base building consultant last March 8, 2024, Friday).*
6. We would like to verify if the PEZA building in Roxas Boulevard is beside the JT Cenica Medical System. Please see the attached map for verification.	*YES, New PEZA Office is located at Roxas Boulevard Cor. San Luis Street, Pasay City, beside the JT Cenica Medical System (LEFT) and Benjas Printing Services (RIGHT)*
7. We would like to verify if an affidavit of site inspection is part of the bid. If yes, we would like to request your form of affidavit of site inspection.	*NO, it is not required.*
8. We would like to ask if there would still be a round table discussion with the designer and contractor after the site visit?	*YES, this has already been conducted last March 8, 2024, Friday.*
TECHNICAL	
9. As raised during the pre-bid conference, we would like to ask if the procuring entity may consider other Green Building Standards and Certification Systems for the project, such as LEED and EDGE, among others.	*PEZA will stick to the BERDE 5-star Certification*
10. Clarification on the Green Certification, it was mentioned in the Terms of Reference that the consultant shall attain a 5-star BERDE certification. Since construction of the PEZA Building is	*This concern will be provided and discussed during design development stage of the winning bidder*

underway, we'd like to inquire whether the designer and contractor have planned it to meet the 5-star BERDE project standards set by the certifying body. If yes, we're interested to know if there were any preliminary studies conducted before the design and construction phase. These could include energy efficiency assessments, environmental examinations, sustainability evaluations, and comprehensive assessments according to green building rating systems. Particularly, we are keen on understanding the considerations made for MEPFS/HVAC system specifications, building envelope, Building House Rules or Tenancy Guidelines, and other green features incorporated into the base building.	
11. We wish to clarify if the green certification we want to attain for this project is for both interior design and construction.	*YES, the project objective is to attain Green Certification for the interior fit-out design and construction.* *(Stage 1: Design Phase;* *Stage 2: Construction/ Project Implementation Phase)*
12. As the submission of concept, plans, and perspectives is required in the technical bid, we kindly request the following: • Revit file and AutoCAD files of all Architectural Floor plans (shell and core) • SketchUp 3D files of the approved architectural design • Approved Architectural (Shell and core) design concept writeup	• *Only the necessary plans needed to come up with the preliminary conceptual design will be provided. Please refer to the attached plans (PDF format only).* • *The design concept write-up for office fit-out shall be produced by the bidder.*
13. We highly suggest that the presentation of the concept design be conducted right after the opening of the technical bid. This will help the Technical Working Group assess the submitted concept/s.	N/A
CONTRACTS	
14. We would like to respectfully follow up on the form for the summary of the years of experience of the key personnel as mentioned during the pre-bid conference	*Please refer to the attached list of "Technical Proposal Forms"*
15. For documentation, are electronic signatures allowed during the	*NO, wet ink signature only.*

submission of technical and financial bids for the key personnel?	
16. We would like to request for a checklist for the submission of technical and financial bids	*Please refer to the attached list of "Technical & Financial Proposal Forms"*
17. We would like to request a 2-week extension (i.e., starting upon receipt of requested documents - Technical Item 4, and excluding Holy Week and holidays) for the submission of technical and financial bids.	*Granted, provided it is still within the timeline.*
18. We kindly request a non-disclosure agreement, as the evaluation specified that floor plans for all floors, along with elevations and cross-sections in a CAD file, are to be included in the submission of the technical bid. This document will ensure that the design provided by the bidder will not be utilized by the winning consultant.	*Noted. BAC agrees and will make the necessary recommendation to the HoPE to ensure that the design provided by the other bidders will not be used by the winning bidder, execution of the suggested NDA shall be taken into consideration, if need be, all shortlisted bidders shall be notified and provided with the template in time for the preparation of their respective bids.* *Note: Drawing Requirements- Floor plans for all floors, Elevations & Cross Sections Conceptual Design should be drafted in AutoCAD software, not necessarily to submit a CAD file*
AVA Consultancy, Inc.	
19. Will all design plans be provided of C&S building? Arch, MEPF Structural? (CAD and PDF?)	*YES, however, only the necessary plans needed to come up with the preliminary conceptual design will be provided. Please refer to the attached plans (PDF format only).*
20. What is the method of approval for schematic design and programming (i.e. department head per department, overall design board, then chairman?) please illustrate design process approval.	*The consultant may present a recommended design method for the approval of the schematic design and programming*
21. EDGE green certification a possible alternative to BERDE?	*NO, PEZA will stick to the BERDE 5-star Certification*
22. BERDE 5 Star Required Rating is contingent on initial study of winning bidder?	*YES*
23. Furniture Selection is part of Designer deliverables. Is furnishing cost included in initial budget for construction disclose during pre-bid meeting?	*YES*
24. Who will do permit processing and payment of fees is on PEZA account? (i.e. green building	*The winning consultant will be responsible for all the costs for Green Building Accreditation (Includes all costs for Green*

accreditation, building permit -still attached to mother permit? etc.)	*Certification Application/Registration and assessment fees to the certifying body), whereas securing a Building Permit, Occupancy, FSEC & FSIC for the fit-out will be the responsibility of the contractor.*
25. Do bidders get to present their design concepts?	*N/A*
26. It is assumed that all tagged as "NOT INCLUDED" in fit out works will not be included in design concepts	*YES*
27. Extension to the bid deadline?	*Granted, provided it is still within the timeline.*

Additional Qualification of the Interior Designer

Original:

Licensed Interior Designer
• Licensed Interior Designer with sustainable design focus on selecting an environmentally friendly and aesthetically pleasing interior, considering sustainable materials, indoor air quality, and energy-efficient lighting. • Preferably 5 years' extensive work experience in the interior design of office building projects of similar or greater magnitude and complexity as the proposed fit-out project.

Revised:

Licensed Interior Designer
• Licensed Interior Designer with sustainable design focus on selecting an environmentally friendly and aesthetically pleasing interior, considering sustainable materials, indoor air quality, and energy-efficient lighting. • Preferably 5 years' extensive work experience in the interior design of office building projects of similar or greater magnitude and complexity as the proposed fit-out project. • With specialty in acoustic services or work experience as acoustic consultant

Preliminary Conceptual Design Criteria

Original:

	PRELIMINARY CONCEPTUAL DESIGN (Hardcopy in A3 size: 1 original and 2 copies, and Soft Copies in 2 flash drives)	
	C.1.1	Architectural and Engineering Design Consideration (Design Narrative, Design Innovations, Design Environmental Impact)
	C.1.2	Drawing Requirements- Floor plans for all floors, Elevations & Cross Sections Conceptual Design (Drafted in AutoCAD software)
	C.1.3	3D Rendered Perspective (Interior, Architectural Character, and Table of Contents)

Revised:

	PRELIMINARY CONCEPTUAL DESIGN (Hardcopy in A3 size: 1 original and 2 copies, and Soft Copies in 2 flash drives)	
	C.1.1	Architectural and Engineering Design Consideration (Design Narrative, Design Innovations, Design Environmental Impact) • Design Character - Write-up on the design including rationale and justification following these design criteria: Green, Smart, Modern and Natural; with relevance to PEZA's mandate • Design Innovations – Write-up on the design uniqueness in using new systems, materials, processes or technology and potential world first features. • Design Environmental Impact – Write-up on the significant positive impact on the environment and benchmark on renewable energy, energy efficiency and sustainable design;
	C.1.2	Drawing Requirements- Floor plans for all floors, Elevations & Cross Sections Conceptual Design (Drafted in AutoCAD software) • Perspective Views • Walk-thru Animation/ Audio-Visual Presentation • Floor plans for all floors (including complete space allocation) • Elevations and Sections • Furniture Layout *(Additional points will be given for colored printed plans, submission of electronic copy in USB storage)*

Annex C. Checklist for Preliminary Conceptual Design

Original:

ANNEX C. CHECKLIST FOR PRELIMINARY CONCEPTUAL DESIGN

		PASS	FAIL
1	**PRELIMINARY CONCEPTUAL DESIGN** (Hardcopy in A3 size: 1 original and 2 copies, and Soft Copies in 2 flash drives)		
	A. Architectural Design Consideration		
	Design Narrative • Design Character - Write-up on the design including rationale and justification following these design criteria: Green, Smart, Modern and Natural; with relevance to PEZA's mandate • Design Innovations – Write-up on the design uniqueness in using new systems, materials, processes or technology and potential world first features. • Design Environmental Impact – Write-up on the significant positive impact on the environment and benchmark on renewable energy, energy efficiency and sustainable design;		
	Drawing Requirements		
	• Perspective Views, Rendering and Design - Walk-thru Audio-Visual Presentation. - Interior and Acoustic Design and perspective. - The rendering of the proposed office fit-out. - Office fit-out design specifications highlighting the use of design innovations and environment impact.		
	• Floor plans for all floors (including complete space allocation)		
	• Elevations and Sections		
	• Site Development Plan		
	• Axonometric Floor Plans with Outline Materials Specifications		
	• Furniture/Fixture Layout		
	B. Sanitary/Plumbing Design Consideration		
	Design Narrative		
	Drawing Requirements		
	• Sanitary/Plumbing System Design Concept Layout (Sewer, Vent and Waterline) of additional toilets and integration to main system		
	C. Electrical System Design Consideration		
	Design Narrative		

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	Drawing Requirements		
	• Lighting and Power System/ Electrical System		
	D. Mechanical System Design Consideration		
	Design Narrative		
	Drawing Requirements		
	• Schematic Design Plans for all Engineering Services (MEPF)		
	• Piping and Instrumentation Diagram (As applicable)		
	• Air Conditioning Systems		
	• Ventilation Systems		
	• Fire Protection Systems		
	• Final Kitchen Fire Suppression Systems Plan (As applicable)		
	E. Electronics and Auxiliaries Design Consideration		
	Design Narrative		
	Drawing Requirements		
	• Auxiliary Works/ Network/ Cabling/ Data System		
	• Building Management System (BMS)		
	• Computerized Maintenance Management System (CMMS)		
	• Fire Detection and Alarm System (Smoke Detector and Sprinkler Location Plan)		
	• CATV System		
	• PA/BGM System (Acoustical Design and Sound System for Media Center, Conference and Meetings Rooms)		
	• Telephone System		
	• Security/ CCTV System		
	• Parking Management and Building Traffic System		
2	Certificate of Site Inspection Issued by the Procuring Entity's Representative		
3	Preliminary Program of Works (POW) & Cost Estimates		
4	Preliminary Bill of Quantities		
5	Preliminary Detailed Unit Price Analysis (DUPA)		
6	Design and Construction Method/ Construction Methodology		
7	Value Engineering Analysis		
8	Construction Schedule		
9	Manpower Schedule		
10	Equipment Utilization Schedule		
11	S-Curve and PERT-CPM		
12	Construction Safety and Health Program for approval by DOLE		

PSU PROPERTY

Note:

a. Preliminary Conceptual Design Plans in:
   - Hardcopy in A3 white print minimum size: 1 original & 2 copies.
   - Softcopy in 2 flash drives.
   - Building design in 2D and 3D presentation at suitable scale.

A Bidder who fails to submit any of the requirements or submits incomplete or insufficient information at any stage in the evaluation shall no longer qualify for the evaluation and shall be disqualified.

PEZA PROPERTY

Revised:

ANNEX C. CHECKLIST FOR PRELIMINARY CONCEPTUAL DESIGN

(This checklist will be use during the Technical Evaluation of bids)

	PRELIMINARY CONCEPTUAL DESIGN	PASS	FAIL
1	**A. Architectural Design Consideration**		
	Design Narrative • Design Character - Write-up on the design including rationale and justification following these design criteria: Green, Smart, Modern and Natural; with relevance to PEZA's mandate • Design Innovations – Write-up on the design uniqueness in using new systems, materials, processes or technology and potential world first features. • Design Environmental Impact – Write-up on the significant positive impact on the environment and benchmark on renewable energy, energy efficiency and sustainable design;		
	Drawing Requirements		
	• Perspective Views		
	• Walk-thru Animation/Audio-Visual Presentation.		
	• Floor plans for all floors (including complete space allocation)		
	• Elevations and Sections		
	• Furniture/Fixture Layout		
	B. Sanitary/Plumbing Design Consideration		
	Design Narrative		
	C. Electrical System Design Consideration		
	Design Narrative		
	D. Mechanical System Design Consideration		
	Design Narrative		
	E. Electronics and Auxiliaries Design Consideration		
	Design Narrative		
2	Preliminary Bill of Quantities		

Note:

a. Preliminary Conceptual Design Plans in:
- Hardcopy in A3 white print size: 1 original & 2 copies.
- Softcopy in 2 flash drives.

A Bidder who fails to submit any of the requirements or submits incomplete or insufficient information at any stage in the evaluation shall no longer qualify for the evaluation and shall be disqualified.

DEP PROPERTY

Bill of Quantities: *Please refer to the attached 'Bill of Quantities Format"*

ALL REQUIREMENTS/SPECIFICATIONS PROVIDED IN THE BIDDING DOCUMENTS, NOT OTHERWISE REVISED OR AMENDED BY THE ABOVE, IF ANY, SHALL REMAIN IN FORCE AND IN EFFECT.

For information of all concerned.

Issued this 15th day of March 2023, PEZA Head Office, Pasay City.

LUDWIG O. DAZA
Vice - Chairperson