



# NATIONAL ARCHIVES OF THE PHILIPPINES

## *Pambansang Sinupan ng Pilipinas*

### BIDS AND AWARD COMMITTEE

#### Supplemental Bid Bulletin

In connection with the conducted Pre-Bid Conference last 01 February 2021, 1:30 p.m., and inquiries receipt on or before 03 February 2021, the National Archives of the Philippines through the Bids and Awards Committee hereby issues the Supplemental Bid Bulletin for the Procurement of RESTORATION AND CONSERVATION OF THE INTENDENCIA BUILDING (Phase 1).

#### I. CLARIFICATION/S

##### 1. Project Detail

The National Archives of the Philippines intends to fervently pursue the restoration of Intendencia and has conceptualized a **design and build arrangement** to complete the first phase of the conservation work. Conservation work to be applied in this project encompasses the following elements: (1) preservation; (2) restoration; (3) rehabilitation (or retrofitting); (4) reconstruction; and (5) reproduction.

##### 2. Submission and Opening of Bids

The deadline of submission of Bid proposals shall be moved on **15 February 2021, 9:00 a.m.** thus, the Opening of Bids shall be moved on **15 February 2021, 10:00 a.m.**

##### 3. Preliminary Conceptual Design Presentation

Bidders shall present their Preliminary Conceptual Designs covering the following:

- a) Adherence of preliminary design plans to the required performance specifications and parameters and degree of details;
- b) Concept of approach and methodology for detailed engineering, design and construction with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions;
- c) Quality of personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff;
- d) Subcontracting
  - a. Eligibility and Qualification of the Subcontractors
  - b. Portion of works to be subcontracted

Preliminary Conceptual Design presentation shall be on 15 February 2021, 1:30 p.m. on the same address as specified in the Bidding Document or through videoconferencing via Zoom. (Meeting ID: 937 2899 0270).



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#### **4. Conservation Management Plan and Archeological Impact Assessment**

Prospective Bidders shall be provided with the Conservation Management Plan and Archaeological Impact Assessment Documents for reference. Due to the confidentiality of the documents, prospective bidders may request via email at [nap\\_bac@nationalarchives.gov.ph](mailto:nap_bac@nationalarchives.gov.ph) / [nationalarchives@nationalarchives.gov.ph](mailto:nationalarchives@nationalarchives.gov.ph).

#### **5. Space Requirement (Basic Requirements and Offices)**

The basic space requirements and offices as reference for the Bidder's design is attached herein as Annex A.

#### **6. List of Equipment**

The list of equipment for the Conservation/Restoration Laboratory and Associated Areas (Restoration Laboratory and Bindery, Microfilming and Digitization Room, Scanning and Computer Room, Office Room, Stock Room, Fumigation Room) is attached herein as Annex B.

#### **7. Plans and Drawings**

##### **a) Concept Design Plans**

Bid Proposals to be submitted on 15 February 2021 must be three (3) copies on A3 size paper for conceptual plans and other drawings. Supporting documents must be on a legal size paper for the reports and other tender documents.

##### **b) Design and Drawings**

At the end of the contract (phase 1), the winning bidder/contractor shall submit not less than twelve (12) complete sets of working drawings, specifications and other tender documents normally required for purposes of bidding and construction work, and provide electronic copy thereof to NAP.

#### **8. Design-Build Deliverables**

Item H. of Section VI. Specifications of the Bidding Documents, the Architectural and engineering design development plans signed and sealed by its respective professionals must be in twelve (12) complete sets on an A0 size paper.

#### **9. Certificates**

Attendance to the Prebid Conference is NOT a pre-requisite to qualify for the bidding thus, no certificate of attendance shall be issued by the Procuring Entity.

#### **10. Subcontracting**

The portions of Project and the maximum percentage allowed to be subcontracted shall not exceed fifty percent (50%) of the contracted Works. The Bidder may identify the subcontractor to whom a portion of the Works will be subcontracted at any stage of the bidding process or during contract implementation subject to the approval of the Procuring Entity. However, restoration and major civil works shall NOT be allowed to be subcontracted.



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### 11. Key Personnel Qualifications

Key Personnel	Minimum Required Number of Years of Experience	Qualifications
Project Manager	<ul style="list-style-type: none"> <li>Minimum of five (5) years relevant experience in restoration and construction works</li> </ul>	
Structural Engineer	<ul style="list-style-type: none"> <li>Minimum of five (5) years relevant experience in restoration and construction works</li> </ul>	<ul style="list-style-type: none"> <li>Active Member of Association of Structural Engineers of the Philippines</li> <li>Relevant academic preparation</li> </ul>
Architect	<ul style="list-style-type: none"> <li>Minimum of five (5) years relevant experience in restoration and construction works</li> </ul>	<ul style="list-style-type: none"> <li>Active Member of United Architects of the Philippines</li> <li>Relevant academic preparation</li> </ul>
Electrical Engineer	<ul style="list-style-type: none"> <li>Minimum of five (5) years relevant experience in restoration and construction works</li> </ul>	<ul style="list-style-type: none"> <li>Active Member of Institute of Integrated Electrical Engineers of the Philippines Inc. (IIEE)</li> <li>Relevant academic preparation</li> </ul>

### 12. Minimum major equipment requirements

The equipment to be used as listed under BDS 10.5 of the Bidding documents must be **OWNED** by the Contractor and must be made available during the entire duration of the project.

### 13. Checklist of documents to be submitted

The Bidder must submit the following deliverables, as bid proposal, for evaluation of the Bids and Awards Committee (BAC) of the NAP on top of other technical requirements for the procurement process as specified on Section VIII of the Bidding Documents:

- a. Architectural plans composed of floor plans, elevations, sections, and perspective drawings;
- b. Structural plans and 3D modelling electronic file;
- c. Petrographic Analysis
- d. Utilities plan such as electrical, mechanical and plumbing;
- e. Line item budget of the Phase 1.
- f. Company Profile and Portfolio
- g. Curriculum Vitae of Key Personnel

All plans and drawings must be submitted on A3 size paper. Supporting documents must be on a legal size paper for the reports and other tender documents. Electronic files of documents specified on items (a) to (e) must be submitted via USB in PDF format.



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### **14. Sealing and Marking of Bids**

The procedure for the sealing and marking of bids to be followed is indicated under section 25.8 and 25.9 of the 2016 Revised IRR of the RA 9184.

Each Bidder shall submit three (3) copies of the first and second components of its Bid.

Unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

### **15. SCC Clause 13 of the Bidding Documents**

The amount of the advance payment is Twenty-One Million Pesos (Php 21,000,000.00).

### **16. Similar projects**

For clarification regarding the submission of the Statement of Single Largest Completed Contract as stated under ITB and BDS Clause 5.2. similar contracts shall refer to Design and Build projects which encompasses (1) preservation; (2) restoration; (3) rehabilitation (or retrofitting); (4) reconstruction; and (5) reproduction.

*[Under section 23.4.1.3 of the 2016 revised IRR of RA 9184, "If, at the outset and after conducting market research, the Procuring Entity can already determine that imposing the same will likely result to: (a) failure of bidding, or (b) monopoly that will defeat the purpose of competitive bidding, the Procuring Entity, in lieu of the above, may require the following: a) The prospective bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least the percentage of the ABC as required above; and b) The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above."]*

### **17. Submission of Bill of Quantities**

The Bill of Quantities to be submitted by the Bidders shall be for the Phase 1 project only.

Issued on 6 February 2021.

(Sgd.)

**ELIZABETH B. EJE**  
BAC Chairperson

(Sgd.)

**ANNA THERESA L. MAGUNDAYAO**  
BAC Vice Chairperson

(Sgd.)

**JOCELYN G. REYES**  
BAC Member

(Sgd.)

**MA. TERESA A. PAGARAGAN**  
BAC Member

(Sgd.)

**GINA M. PAPA**  
BAC Member

(Sgd.)

**MAUREEN JANET G. MERCADO**  
End User Representative



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### Annex A

#### Approximate Space Requirements

Based on DBM and DPWH Joint Circular No. 1, dated October 20, 2016

Note: in designing the spaces for every basic provisions in the building, the designer must consider the observation of Physical Distancing.

#### SUMMARY

AREAS	SPACE REQUIREMENTS (in sq.m.)
1. Offices related to the Executive Director	126
2. Office for the Deputy Executive Director for Records Management	70
3. Office for the Deputy Executive Director for Archives Administration	70
4. Archives Collection and Access Division	662
5. Archives Preservation Division	718
6. Finance and Administrative Division	407
7. Records Management Services Division	296
8. Training and Information Division	156
9. Information and Technology Division	71
10. NAP COA	80
11. Common Use	1,071
<b>TOTAL SPACE REQUIREMENTS</b>	<b>3,727+</b>

#### DETAILS

##### 1. Office of the Executive Director

PARTICULARS	SPACE REQUIREMENTS
a. Office of the Executive Director (1 pax)	36 sq. m.
b. Staff (5 pax)	30 sq. m.
c. Conference Room	30 sq. m.
d. OED Reception Lobby	10 sq. m.
e. Pantry	10 sq. m.
f. Comfort Room	4 sq. m.
g. Storage Area	6 sq. m.
<b>Total</b>	<b>126 sq. m.</b>

##### 2. Office of the Deputy Executive Director for Records Management

PARTICULARS	SPACE REQUIREMENTS
a. Office of the Deputy Executive Director (1 pax)	24 sq. m.
b. Staff (1 pax)	6 sq. m.
c. ODED Reception Lobby	10 sq. m.
d. Storage Area	12 sq. m.
e. Pantry	10 sq. m.
f. Comfort Room	8 sq. m.
<b>Total</b>	<b>70 sq. m.</b>



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**3. Offices of the Deputy Executive Director for Archives Administration**

PARTICULARS	SPACE REQUIREMENTS
a. Office of the Deputy Executive Director (1 pax)	24 sq. m.
b. Staff (1 pax)	6 sq. m.
c. ODED Reception Lobby	10 sq. m.
d. Storage Area	12 sq. m.
e. Pantry	10 sq. m.
f. Comfort Room	8 sq. m.
<b>Total</b>	<b>70 sq. m.</b>

**4. Archives Collection and Access Division**

PARTICULARS	SPACE REQUIREMENTS
a. Office of the Chief Archivist (1 pax)	12 sq. m.
b. Access Control	
▶ Reference Area with attached Cashier	50 sq. m.
▶ Storage Room for Files and Supplies	30 sq. m.
▶ Public Waiting Room	50 sq. m.
▶ Reading Rooms – open to the public (researchers)	200 sq. m.
▶ Reader's Locker Room	10 sq. m.
c. Acquisition, Arrangement, and Description Section	30 sq. m.
▶ Digitization Room, Scanning and Computer Room, Office Room, Stock Room, Fumigation Room)	80 sq. m.
d. Special Collections Repository Areas – closed to the public	200 sq. m.
<b>Total</b>	<b>662 sq. m.</b>

**5. Archives Preservation Division**

PARTICULARS	SPACE REQUIREMENTS
a. Office of the Chief Archivist (1 pax)	12 sq. m.
b. Office Area (12 pax)	72 sq. m.
c. Conservation/Restoration Laboratory and Associated Areas (Restoration Laboratory and Bindery, Microfilming and Digitization Room, Scanning and Computer Room, Office Room, Stock Room, Fumigation Room)	300 sq. m.
d. Multimedia Collections Storage	200 sq. m.
e. Reformatting Room (digital to microfilm)	50 sq. m.
f. Storage Room for Documents being Restored	10 sq. m.
g. Storage Room for Supplies and Materials	74 sq. m.
<b>Total</b>	<b>718 sq. m.</b>

**6. Finance and Administrative Division**

PARTICULARS	SPACE REQUIREMENTS
a. Office of the Chief Administrative Officer (1 pax)	12 sq. m.
b. Office Area (20 pax)	120 sq. m.
c. Cashier Room and Storage	20 sq. m.



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d. Records Storage Area	150 sq. m.
e. Supply Storage	75 sq. m.
f. General Services Room and Security Office (including Janitorial and Security Quarters)	30 sq. m.
<b>Total</b>	<b>407 sq. m.</b>

### 7. Records Management Services Division

PARTICULARS	SPACE REQUIREMENTS
a. Office of the Chief RMA (1 pax)	12 sq. m.
b. Office Area (24 pax)	144 sq. m.
c. Meeting Room	30 sq. m.
d. Receiving Area	10 sq. m.
e. Storage Area for File and Supplies	100 sq. m.
<b>Total</b>	<b>296 sq. m.</b>

### 8. Training and Information Division

PARTICULARS	SPACE REQUIREMENTS
a. Office of the Training Specialist V (1 pax)	12 sq. m.
b. Staff (9 pax)	54 sq. m.
c. Receiving Area	10 sq. m.
d. Storage Area (Files, Supplies, Materials and Equipment)	40 sq. m.
e. Meeting Room	20 sq. m.
f. Virtual Training Room	20 sq. m.
<b>Total</b>	<b>156 sq. m.</b>

### 9. Information and Technology Division

PARTICULARS	SPACE REQUIREMENTS
a. Office of the Chief, ITD (1 pax)	12 sq. m.
b. Staff Area (4 pax)	24 sq. m.
c. IT Server Room	20 sq. m.
d. Storage Area (Files, Supplies, and Materials)	15 sq. m.
<b>Total</b>	<b>71sq. m.</b>

### 10. NAP COA

PARTICULARS	SPACE REQUIREMENTS
a. Office of the Resident Auditor (1 pax)	12 sq. m.
b. Staff (6 sq. m. x 3 pax)	18 sq. m.
c. Storage Area (Files, Supplies, and Materials)	50 sq. m.
<b>Total</b>	<b>80 sq. m.</b>

### 11. Common Use Areas

PARTICULARS	SPACE REQUIREMENTS
a. Main Lobby and Reception Area	50 sq. m.
b. Exhibition Halls	300 sq. m.
c. Mess Hall/Cafeteria, Assembly, Catering Areas	150 sq. m.
➤ Comfort Room/Toilet Facilities (for employees and public– For employees (ground floor and 2 <sup>nd</sup> floor)	159 sq. m.



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<ul style="list-style-type: none"> <li>➤ for female (18 sq.m. x 2 per floor)</li> <li>➤ for male (12 sq.m. x 2 per floor)</li> </ul> <p>For Public (ground floor)</p> <ul style="list-style-type: none"> <li>➤ 1 for male (12 sq.m.)</li> <li>➤ 1 for female (18 sq.m.)</li> <li>➤ 1 CR for PWD (9 sq.m.)</li> </ul>	
d. Prayer Room	10 sq. m.
e. Lactation Station	10 sq.m.
f. Multi-purpose Room (100 pax)	240 sq. m.
g. Water Pump for Flood Area	20 sq. m.
g. NAPEA Room	20 sq. m.
h. Cooperative	20 sq. m.
i. Bids and Awards Committee Room (Office and Storage Spaces)	20 sq. m.
j. Visiting Staff Room with Bathroom	
▶ For 6 men	36 sq. m.
▶ For 6 women	36 sq. m.
k. Other needs <ul style="list-style-type: none"> <li>▶ Electrical Room</li> <li>▶ 2 Passenger Elevators (6 pax) with consideration for social distancing</li> <li>▶ 1 freight elevator (15 sq.m.) (Located at loading dock)</li> <li>▶ Loading Dock</li> <li>▶ Courtyards (2)</li> <li>▶ Other rooms such as souvenir shop, clinic and recreational area, etc.</li> <li>▶ Non Records Storage Areas</li> <li>▶ Passageway</li> <li>▶ Fiber Optics (Building must be installation-ready)</li> <li>▶ Counter-Disaster (The building will be designed to effectively counter possible disasters such as flooding and other environmental concerns such as water seepage and subsistence given the proximity of the river)</li> </ul>	
h. Two-level Lecture Hall at the center of the building (located in between the two courtyards)	
i. Workshop Area	
l. Parking area (street parking)	
<b>Total</b>	<b>1,071+ sq. m.</b>

The minimum space requirements must be present in the design to be submitted as proposal. However, the bidders may have the discretion to allocate/distribute space to achieve an operationally-efficient design.





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**Annex B**

List of Equipment for the Conservation/Restoration Laboratory and Associated Areas (Restoration Laboratory and Bindery, Microfilming and Digitization Room, Scanning and Computer Room, Office Room, Stock Room, Fumigation Room)

<b>Equipment</b>	<b>Dimension</b>	<b>Quantity</b>
Plan File Drawers (Big)	103Lx127Wx48.3H	12 units
Plan File Drawers (Small)	78.8Lx91.3Wx48.3H	12 units
Repair Tables (green)	90.2Lx170.2Wx73.7H	2 units
Executive Tables	130.8Lx299.7Wx101H	2 units
Wooden Table	90.7Lx152.H4x78.7W	2 units
Working Long Table	247.7x104.1x76.2	1 unit
Washing Modules (Sink) (Big)	218.5Lx128.2Wx89;H	1 unit
Washing Modules (Sink) (small)	250x76.2x90.2	1 unit
Drying Rack	111.2x89.5x175.2	2 units
Rack Steel Shelves	87x57.2x159.4	3 units
Leaf Casting Machine	90.2x76.2x91.4	2 units
Suction Table	150.5x80x161.2	1 unit
Archive Writer	97Lx65Wx160L	1 unit
Archive Processor	60x240x140	1 unit
Microfilm Readers	82x45x74; 44x36x18	2 units
Tables	122x61x76; 139x77x71; 154x81x78	3 units
Microfilm Cabinet	116L155Wx410H	52 units
<b>Allowance For Proposed Equipment to be Procured in 2022-2023</b>		
Suction table	26.375" x 49.25" x 36.5	1 unit
Humidification Chamber	23.625"L x 17.25"W x 15.75"H	1 unit