



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

PRE-QUALIFICATION, BIDS AND AWARDS COMMITTEE

Project: **INTEGRATED TRANSPORT SYSTEM (ITS) PROJECT – SOUTH TERMINAL**


General Bid Bulletin No.: 04 -2014

TO ALL PROSPECTIVE BIDDERS:

Please find attached as Annex "A" the Guidelines for Site Visit for the above-mentioned project. Prospective Bidders can file their written requests for Site Visit following the same procedures indicated in Section 2.6 of the Instructions to Prospective Bidders (ITPB).

For your guidance and information.

Issued this 19th day of September 2014.


ATTY. JOSE PERPETUO M. LOTILLA
Chairman, Pre-Qualification, Bids and Awards Committee
And Undersecretary for Legal Affairs

**GUIDELINES FOR SITE VISIT FOR SOUTH INTEGRATED TRANSPORT SYSTEM
(ITS) PROJECT**

I. Objective

The objective of the Site Visit is to enable the Prospective Bidders to familiarize themselves with the site conditions of the Project site in relation to the South Integrated Transport System (ITS) Project (the “Project”). This will allow the Prospective Bidders to validate their understanding of the Bidding Documents, specifically the technical specifications.

II. Request for conduct of the Site Visit

1. During this pre-qualification stage, prospective Bidders will be allowed to conduct a Site Visit on **29 September 2014** from 8AM-12NN and 1PM-5PM, for one hour each (hereinafter referred to as “the Site Visit Date”).
2. Prospective Bidders are required to submit a formal written request to conduct the Site Visit at least three (3) working days prior to the Site Visit Date.
3. The formal request shall specify:
 - a. the proposed time of the Site Visit, which should be any single hour during the Site Visit Date;
 - b. the names and contact details of the authorized representatives of the Prospective Bidder, which shall not exceed seven (7) persons (hereinafter referred to as “the Visit Team”);,; and
 - c. the name and contact details of the Team Leader of the Visit Team.
4. Only formal written requests, duly received by the Pre-Qualification, Bids and Awards Committee (“PBAC”), shall be given due course.
5. The PBAC shall only entertain formal requests for Site Visit from authorized representatives of Prospective Bidders who have purchased the Invitation Documents.
6. Prospective Bidders, through their respective authorized representatives, shall be notified via e-mail by the BAC Secretariat of the time of their approved Site Visit, as well as the official representative(s) of the DOTC and/or Food Terminal Inc. (FTI) authorized to facilitate and oversee the conduct of the site visit. At the PBAC’s discretion, and if warranted under the circumstances, any approved Site Visit request may be altered or withdrawn at any time prior to the Site Visit. DOTC/PBAC/FTI shall not be liable to reimburse any Prospective Bidder for any costs/expenses incurred by its Visit Team in connection with any such alteration or withdrawal.
7. Prospective Bidders may follow up the confirmation of their Site Visit request one day before the Site Visit Date with **Mr. Renato David**, who may be contacted through the following numbers:

Tel No.: 727-7956 or 727-7960 loc. 266 or 340

Mobile No.: 0932 335-3555

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8. While Prospective Bidders will be given an opportunity to conduct only one (1) Site Visit prior to the Qualification Documents Submission Date, after the qualification stage, Pre-Qualified Bidders may conduct additional Site Visits. The PBAC shall make arrangements for Pre-Qualified Bidders who wish to conduct additional Site Visits, the details of which shall be provided in a separate bid bulletin to be issued to all Pre-Qualified Bidders.

III. Rules and Regulations during the Site Visit

1. Only Site Visit authorized by PBAC shall be allowed during the Pre-Qualification Stage.
2. The Visit Team of the Prospective Bidders shall be accompanied by the official representative(s) of the DOTC and/or FTI, who shall have been authorized to facilitate and oversee the conduct of the Site Visit.
3. All members of the Visit Team of the Prospective Bidders are encouraged to wear non-slip safety shoes and avoid loose casual clothing.
4. Inspection of the documents can be undertaken only through the Data Room. Any request for additional data during Site Visit will not be entertained. The Prospective Bidders would have to submit a written request for additional documents through the PBAC, following the guidelines set forth in the Instructions to Prospective Bidders (ITPB). Documents requested, if found suitable for release by the PBAC, shall be made available in the Data Room.
5. DOTC/PBAC/FTI shall not issue any official minutes of the Site Visit. The PBAC, DOTC and FTI do not warrant the accuracy and correctness of any statements made by the DOTC and/or FTI representative(s) during the Site Visit.
6. Should the Prospective Bidder have any query of reasonable relevance arising from the Site Visit, the Prospective Bidder must send a formal written query to the PBAC, following the guidelines set forth in the ITPB.
7. Authorized representatives of the Prospective Bidders may take photographs, audio recordings and videos during the Site Visit with prior consent from the DOTC and/or FTI representative(s) during the Site Visit.
8. Prospective Bidders shall take full responsibility for their respective representatives. If any representative of a Prospective Bidder displays any untoward behavior or refuses to follow the guidelines or the reasonable instructions of the DOTC and/or FTI representative(s), DOTC/FTI reserves the right to cause the removal of such representative from the premises and also forfeit the privilege of the Prospective Bidder to conduct another Site Visit.
9. The Team Leader should be responsible for:
 - a. the conduct of the members of the Visit Team;
 - b. liaising with the DOTC or its staff; and
 - c. resolving any issues which may arise during the course of the Site Visit.
10. It should be noted that all data/information (oral or written) that the Prospective Bidders may learn or come across during Site Visit is covered by the Confidentiality

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Undertaking which the Prospective Bidders executed in favor of DOTC. All the foregoing information shall thus be treated as confidential and should not be disclosed or shared with any third party.

11. Each Prospective Bidder shall bear the costs and expenses incurred by its Visit Team during the Site Visit.
12. DOTC/PBAC/FTI shall not be liable, in any manner whatsoever, for any loss, expense, injury or damage suffered or likely to be borne by the Prospective Bidder, its Visit Team or any of its member as a consequence of their entry to, access to or presence at the Project site.
13. Each Prospective Bidder shall, upon the completion of the Site Visit, confirm in writing within three (3) calendar days after the Site Visit that it had or was accorded the opportunity to have full access to the Project site.
14. A Visit Team who fails to comply with these guidelines or cooperate with any reasonable request made by the designated officer of the DOTC and/or FTI may be denied further access to the Project site, access to the Data Room and meetings with PBAC.