

Bid Bulletin No. 2

**“Consulting Service for the Formulation of Business Plan, Functional Space Design, and Operational Guidelines for the CITE Incubator Facility Creative Innovation Hub”
Bidding No. 23-025**

September 15, 2023

This Bid Bulletin No. 2 is hereby issued to modify or amend the Bidding Documents.

Questions/Concerns	Response
<p>Where is the location of the Hub?</p> <p>Where can the bidder get a plan?</p> <p>What will be the main scope of work of the winning bidder to the said building?</p>	<p>The construction of the Creative Innovation Hub (CITE Incubator Facility) is located in 36 Russet Street SSS Village Concepcion Dos Marikina City. The building is expected to finish Phase 1 of construction within the year 2023 (concrete structure).</p> <p>Indicative copy of the plans is attached in this Bid Bulletin.</p> <p>Bidder is expected to create a 5-year Business Plan (Including the feasibility, sustainability, and scalability of the Creative Innovation Hub). Aligned with this is the crafting of a functional space design including concrete strategies on the space usage in line with the ongoing construction of the facility. (pertinent details are attached in the concept note attached in the bidding documents). The bidder is also expected to provide operational guidelines of the building which includes guidelines in accessing products and support services and operational considerations in basically running the facility.</p>
<p>Under III. Scope of Work 2.a. What is the scope of the Industry and market assessments?</p>	<p>Industry and market assessment will involve initially the identified industries (e.g footwear, industrial design, software development. However, it is also expected that there are related sectors e.g. fashion, technology and other sub-sectors be included in the assessment.</p>
<p>Under IV. Scope of Work and Deliverables Documents to be submitted by the winning bidder.</p>	<p>Exact Items and documents can be viewed in the Professional Fees and Arrangements Section.</p> <p>1st Submission:</p> <ul style="list-style-type: none"> - Implementation Plan based on the details from the concept note, prescribed outline, and discussions with the implementing agency/ies.

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- Outline
- Data Collection Instruments
- Initial Plans for the Functional Space Design (priority deliverable)

2nd Submission:

- Post-activity report of the preparatory activities
- Photo and/or video documentation
- Database of collected information from the preparatory activities
- Results and analysis of the preparatory activities
- Summary/output tables generated from the database
- Full draft of the Functional Space Design (priority deliverable)

3rd Submission:

- Full draft of the Business Plan and Operational Guidelines
- Technical Drawings (e.g. 2D and 3D renderings, construction drawings, etc.) These include but are not limited to architectural, MEPFS, and interior design drawings.
- Space design in alignment with the Philippine Green Building Code as well as requirements for BERDE/LEED Certification.
- Building finishes, furniture, furnishings, and equipment specific to requirements for startup industries and identified sectors
- Specifications for smart/intelligent systems integrated with the architectural, engineering, and interior design plans
- Approved Functional Space Design
- Presentation/Deck of the Business Plan, Functional Space Design, and Operational Guidelines
- Incorporation, Documentation, and Proof of Acceptance of the revisions made

4th Submission:

- Approved Business Plan and Operational Guidelines
- All supporting documents (documentation, data files, summary of revisions made, etc.) produced from the whole engagement
- Project Closure Report

For every submission, the bidder will submit the following documents:

