

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
BASES CONVERSION AND DEVELOPMENT AUTHORITY

# **ELIGIBILITY DOCUMENTS**

## **PROCUREMENT OF**

### **CONSULTING SERVICES FOR THE ENHANCEMENT AND IMPLEMENTATION OF THE BUILD BUILD BUILD (BBB) PORTAL**

**November 2017**

# **TABLE OF CONTENTS**

**REQUEST FOR EXPRESSION OF INTEREST**

**ELIGIBILITY DOCUMENTS**

**ELIGIBILITY DATA SHEET**

**TERMS OF REFERENCE**

**CHECKLIST OF REQUIREMENTS**

**SAMPLE FORMS**

UNCONTROLLED WHEN EMAILED OR PRINTED

**Request for Expression of Interest**  
**CONSULTING SERVICES FOR THE ENHANCEMENT AND**  
**IMPLEMENTATION OF THE BUILD BUILD BUILD PORTAL**

1. The Bases Conversion and Development Authority (BCDA), through its 2017 Corporate Budget intends to apply the sum of **Four Million Four Hundred Seven Thousand Five Hundred Fifty Pesos (PhP4,407,550.00)**, inclusive of all applicable taxes and fees, being the Approved Budget for the Contract (ABC) to payments for Consulting Services for the Enhancement and Implementation of the Build Build Build (BBB) Portal. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals. The Consultant’s work includes but shall not be limited to the enhancement of the Build Build Build Portal build.gov.ph, ensuring availability of applications in the Data Management System, ensuring integration of a Job Portal in the BBB Portal and implementation of a Case Management System.
2. BCDA now calls for the submission of Eligibility documents for Consulting Services for the Enhancement and Implementation of the Build Build Build (BBB) Portal.
3. The Eligibility Documents including the Terms of Reference (TOR) for the project can be downloaded from the PhilGEPS or BCDA Website ([www.bcda.gov.ph](http://www.bcda.gov.ph)) or can be secured by the interested proponent for free at the BCDA Corporate Center, 2/F Bonifacio Technology Center, 31<sup>st</sup> Street corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City from **16 November 2017 to 24 November 2017 from 8:00 AM- 5:00 PM, except Saturdays, Sundays and Holidays, and up to 27 November 2017, 9:00 AM.**
4. Deadline of submission of Eligibility Documents shall be on or before **27 November 2017 (Monday) at 9:00 AM** at the BCDA Corporate Office 2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion. Opening of Eligibility Documents shall be on **27 November 2017 at 10:00 a.m.**
5. A Pre-Eligibility Conference for the discussion of the Eligibility Documents will be conducted on **24 November 2017 at 1:00 p.m.** at the BCDA Corporate Center, with the same address given above.
6. The BAC shall draw up the short list of consultants from those who submitted the eligibility documents and have been determined as eligible in accordance with the provisions of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of at most seven (7) prospective bidders who shall be entitled to submit bids. The criteria and rating system for shortlisting are:

<b>I. COMPANY TRACK RECORD</b>	<b>40%</b>
<b>II. QUALIFICATION OF PERSONNEL</b>	<b>55%</b>
<b>III. WORKLOAD RELATIVE TO CAPACITY</b>	<b>5%</b>
<b>TOTAL SCORE</b>	<b>100%</b>

The consultants must pass the required minimum score of 70% to be shortlisted

7. Bidding shall be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
8. BCDA shall evaluate the bids using **Quality-Cost Based Evaluation (QCBE)** procedure. BCDA shall indicate the weights to be allocated for the Technical and Financial Proposals. Bid evaluation criteria and rating system shall be provided in the Instructions to Bidders.
9. The enhancement of the BBB Portal, with all its features, shall be completed within Twenty (20) working days from receipt of Notice to Proceed (NTP). This means that the BBB Portal is already running on the Cloud Platform. The contract with the consultant shall be for a period of six (6) months (cloud hosting, license, operations and maintenance) which shall commence immediately after the enhancement of the Portal.
10. BCDA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder/s.

For further information, please refer to:

**JEANNINE A. ESCOLANO**  
Acting Head – Secretariat  
Bids & Awards Committee for Consultancy Services  
Tel. No. (632) 575-1763  
Email address: jaescolano@bcda.gov.ph

Date of issue: **11 November 2017**

*ORIGINAL SIGNED*

**JOSHUA M. BINGCANG**

Chairperson, Bids and Awards Committee – Consultancy Services

***Tel 575-1700***

Email Address: jmbingcang@bcda.gov.ph

## *Eligibility Documents*

### **1. Eligibility Criteria**

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines; or
  - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

### **2. Eligibility Requirements**

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the

eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class “A” Documents –

Legal Documents

(i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR;

Technical Documents

(ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:

(ii.1) the name and location of the contract;

(ii.2) date of award of the contract;

(ii.3) type and brief description of consulting services;

(ii.4) consultant’s role (whether main consultant, subconsultant, or partner in a JV)

(ii.5) amount of contract;

(ii.6) contract duration; and

(ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;

(iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class “B” Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

### **3. Format and Signing of Eligibility Documents**

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. \_\_\_ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.

- 4.3. All envelopes shall:
- (c) contain the name of the contract to be bid in capital letters;
  - (d) bear the name and address of the prospective bidder in capital letters;
  - (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
  - (f) bear the specific identification of this Project indicated in the **EDS**; and
  - (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

## **5. Deadline for Submission of Eligibility Documents**

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

## **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

## **7. Modification and Withdrawal of Eligibility Documents**

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

## **8. Opening and Preliminary Examination of Eligibility Documents**

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the

prospective bidder concerned as “eligible.” If a prospective bidder is rated “failed” in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “ineligible.” In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

## **9. Short Listing of Consultants**

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

## **10. Protest Mechanism**

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

## Eligibility Data Sheet

Clause	Eligibility Documents										
1.2	The procuring entity is the Bases Conversion and Development Authority (BCDA)  The name of the contract is Consulting Services for the Enhancement and Implementation of the Build Build Build (BBB) Portal										
1.3	No further instructions.										
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the period of November 2014- November 2017 prior to the deadline for the submission and receipt of eligibility documents.										
2.1(a)(ii.7)	Prospective bidder may also submit a Certificate of Acceptance or valid proof of final payment issued by the client										
4.2	Each prospective bidder shall submit one (1) original and one (1) copy of its eligibility documents.										
4.3 (e)	The envelope shall be addressed to: <b>Joshua M. Bingang</b> Chairman, Bids and Awards Committee – Consultancy Services Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31 <sup>st</sup> Street, corner 2 <sup>nd</sup> Avenue, Bonifacio Global City, Taguig City										
4.3 (f)	The name of the project is <b>Consulting Services for the Enhancement and Implementation of the Build Build Build Portal</b>										
5	The address for submission of eligibility documents is:  Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31 <sup>st</sup> Street, corner 2 <sup>nd</sup> Avenue, Bonifacio Global City, Taguig City  The deadline for submission of eligibility documents is <b>27 November 2017 (Monday) at 9:00 AM.</b>										
8.1	The place of opening of eligibility documents is at the BCDA Corporate Center at 2/F, Bonifacio Technology Center, 31 <sup>st</sup> Street, corner 2 <sup>nd</sup> Avenue, Bonifacio Global City, Taguig City  The date and time of opening of eligibility documents is <b>27 November 2017 (Monday) at 10:00 AM.</b>										
9.1	Similar contracts shall refer to any website and/or IT deployments that have been implemented by the prospective bidder										
9.2	The criteria for shortlisting are as follows: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Evaluation Criteria</th> <th style="text-align: center;">Weight</th> </tr> </thead> <tbody> <tr> <td>I. Company Track Record</td> <td style="text-align: center;">40%</td> </tr> <tr> <td>II. Quality of Personnel to be Assigned to the Project</td> <td style="text-align: center;">55%</td> </tr> <tr> <td>III. Workload Relative to Capacity</td> <td style="text-align: center;">5%</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL SCORE</b></td> <td style="text-align: center;"><b>100%</b></td> </tr> </tbody> </table> <p>The consultant must pass the required minimum score of 70% to be shortlisted</p>	Evaluation Criteria	Weight	I. Company Track Record	40%	II. Quality of Personnel to be Assigned to the Project	55%	III. Workload Relative to Capacity	5%	<b>TOTAL SCORE</b>	<b>100%</b>
Evaluation Criteria	Weight										
I. Company Track Record	40%										
II. Quality of Personnel to be Assigned to the Project	55%										
III. Workload Relative to Capacity	5%										
<b>TOTAL SCORE</b>	<b>100%</b>										

## TERMS OF REFERENCE

**PROJECT: Consulting Services for the Enhancement and Implementation of the Build Build Build (BBB) Portal.**

### **1. BACKGROUND AND OBJECTIVES**

In November 2016, the Duterte administration launched the biggest infrastructure push in the history of the country in support of its 10-point socio-economic agenda and the 2017-2022 Philippine Development Plan. The implementation of these various big ticket infrastructure projects is expected to propel and unlock the country's economic potential. To effectively carry out this program, for the first time in Philippine history, the government's lead infrastructure and development agencies such as the Bases Conversion and Development Authority (BCDA), the Department of Transportation (DOTr), and the Department of Public Works and Highways (DPWH), in collaboration with the Department of Budget and Management (DBM), Department of Finance (DOF) and the National Economic and Development Authority (NEDA) are working in close coordination.

In order to sustain the strong inter-agency cooperation and ensure the success of the BBB Program, there must be a commitment at the highest level, institutionalize this cooperation, and further strengthen the communication among the agencies and stakeholders. To formalize this cooperation and coordination, the abovementioned agencies entered into a Memorandum of Agreement (MOA) on the creation of the Build Build Build Core Committee (BBB-CC) whose main task is to plan, organize and implement the promotional activities as well as communication plans and strategies in support of the efforts of the present administration to efficiently and effectively implement its BBB Infrastructure Plan.

One of the tasks of the BBB-CC is to create an internet portal to monitor and showcase the priority infrastructure projects of the Duterte Administration. This project is an inter-agency effort to also serve as a transparency tool of the government for its BBB Infrastructure Plan.

BCDA initiated the creation of the BBB Portal [build.gov.ph](http://build.gov.ph) domain to promote these projects but members shall have a joint ownership, management and administration of the Portal. The portal is limited yet to viewing only by the public. There is a need to further develop and enhance the portal with the relevant features and functions.

Since the members of the BBB-CC have their own mandates to fulfill and to free the members from the additional task of managing the portal, there is a need to procure consulting services who shall ensure the implementation of the portal.

Under the MOA, the members of the BBB-CC are authorizing BCDA to procure the Consulting Services for the Enhancement and Implementation of a Business Process Management Solution (BPMS) for the Build Build Build Portal. BCDA, DPWH and DOTr have agreed to share their resources in the procurement of the said consultancy service. All the member agencies of the BBB-CC shall be given the opportunity to participate in the bidding process by giving a score on the bidder during the

presentation of the technical proposal.

The consultant to be procured shall be able to:

- Enhance the current BBB Portal with the features outlined in the scope of work
- Implement, manage and monitor cloud hosting of the portal
- Implement, manage and monitor a BPMS, Content management and Project Management solution
- Implement, manage and monitor a Job Portal within the Platform
- Implement, manage and monitor a case management system allowing for citizen's feedback and monitoring of actions and resolutions

## 2. SCOPE OF WORK

The CONSULTANCY Service includes, but shall not be limited to the following:

Area/Scope	Description/Features
A. Build Build Build Portal build.gov.ph	The Consultant shall implement a Transparency and Accountability Portal that shall be accessible anytime and anywhere with only internet connection as a requirement. The portal will serve as an online gateway to access data in the online database, document management system, job portal, feedback and case management system and metrics dash boards.
	The Consultant shall enhance the Build Build Build website and integrate it with the platform running on the Cloud Platform.
	The Build Build Build portal shall feature, among others, but not be limited to the following online information and services: <ol style="list-style-type: none"> <li>1. Home page</li> <li>2. Project Details which shall show the following (may require future modifications based on current activities of the Build Build Build Team):               <ul style="list-style-type: none"> <li>○ Project Name</li> <li>○ Project Description</li> <li>○ Project Location</li> <li>○ Budget</li> <li>○ Industry Sector</li> <li>○ Project Proponent</li> <li>○ Funding Source</li> <li>○ Project Status</li> <li>○ Project Milestones and Sub-Milestones</li> <li>○ Project Documentation and Information</li> </ul> </li> <li>3. Job Portal (detailed in 3.C)</li> <li>4. Feedback Platform (detailed in 3.D)</li> <li>5. Project Management and Monitoring (detailed in 3.B)</li> <li>6. RSS News</li> </ol>

	<ol style="list-style-type: none"> <li>7. Success Stories</li> <li>8. Live Streaming Videos / Stored Videos</li> <li>9. Dynamic Polling/Survey</li> <li>10. Dashboards</li> <li>11. Reports</li> <li>12. Issuances/Official Announcements</li> <li>13. Contact Information</li> <li>14. Social network integration such as links to Facebook and Twitter</li> <li>15. Mood Meter</li> </ol> <p>The Consultant shall implement a Document/Imaging uploading system that will perform and be capable of the following:</p> <ul style="list-style-type: none"> <li>● Uploading and hosting of all necessary documents/images/videos and other files relating to each of the Projects featured.</li> <li>● Presentation and showcasing of those files within the specific product pages in the portal.</li> <li>● Allow for users to upload actual photos of project and download printable files uploaded directly from the portal.</li> </ul> <p>The Consultant shall ensure availability of a facility for the public to directly download photos and relevant documents directly from the portal. The Portal shall be mobile/tablet adaptive/responsive and shall be accessible in all browsers such as Chrome, Mozilla, Safari, among others.</p>
<p>B. Project Management, Business Process Management System (BPMS) and Content Management Platform on the Backend</p>	<p>The Consultant shall ensure the availability of applications in the Backend such as content management, project monitoring, budget monitoring and management applications, case management, among others</p> <p>Selected data from the Backend, as required by BBB team, must be displayed in the Build Build Build portal (section 3.A of this document)</p> <p>The Cloud Platform and Database shall allow remote user access, minimum of 25 users, and management to/of the database of Build Build Build via a web-based platform through internet connection.</p>
	<p>The Consultant shall ensure that the Backend Platform has the following functions:</p> <ol style="list-style-type: none"> <li>1. Process - Design, execute, manage, and optimize enterprise business processes using BPMS process modeling and execution platform.</li> <li>2. Rules - Automate, enforce and audit policies and practices with agile, centrally-managed business rules.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Portal - Create dashboard mash-ups that deliver rich and personalize information and actions to each role in the process.</li> <li>4. Analytics - Track real-time process performance, create rich reporting dashboards, identify process bottlenecks, and optimize process efficiency.</li> <li>5. Content Management - Share, manage and store important documents and content in the processes with seamlessly integrate enterprise content management features.</li> <li>6. Case Management – Efficiently manage all feedback generated from Build Build Build portal by proper routing and monitoring from the creation of the ticket all the way to resolution.</li> <li>7. Data Access - Connect enterprise data sources and quickly build new processes that incorporate and manage existing data.</li> </ol>
C. Job Portal	<p>The Consultant shall ensure that a Job Portal is integrated inside the BBB Portal that enables the agencies and their contractors/sub-contractors or manning agencies to fully manage posting relevant jobs per project.</p> <p>The Consultant shall ensure that the Job Portal will enable potential employees to access it, submit applications, resumes and other related documents as may be required on a case to case basis, and eventually get connected directly to the proposed proponents, i.e., contractors, through the portal and link it to a third party Job Platform directly with the hiring parties, i.e., contractors.</p> <p>The Consultant shall enable the Job Portal to integrate with existing external job platforms and websites such as recruitday.com and/or jobstreet.com.</p> <p>The Consultant shall be able to gather and present all relevant data and metrics through a dashboard that will be shown in the Build Build Build portal, tracking employment data and numbers as a result of the Build Build Build infrastructure projects.</p> <p>The Job Portal shall be an end-to-end solution that enables Job Matching between potential employers (contractors) and employees.</p> <p>The Job Portal shall enable employment tracking so as to give and push new job opportunities to potential employees in the database if and when their current contract ends ensuring sustainability of employment.</p> <p>The Job Portal shall be integrated to Facebook Messenger or any other social media application to enable a chat platform between the employer and potential employees through the third party Job Platform, gather their applications and match their qualifications to available jobs. The chat platform shall automatically integrate to the back end data base of the third party Job Platform through Application Programming Interface (APIs) for seamless integration.</p>

	<p>The Consultant shall provide necessary support to the contractors by directly coordinating with the contractors, upon endorsement of the respective agencies.</p>
<p>D. Case Management System</p>	<p>The Consultant shall implement a case management system which shall have the following functions/features:</p> <ol style="list-style-type: none"> <li>1. Receive data such as queries, complaints, suggestions, photos, reports, among others, from various sources available (call, sms, facebook messenger, viber, among others) and submit these to the BBB team.</li> <li>2. Integrate all queries, complaints, suggestions, photos, reports, among others received in the Portal, into a single backend platform (3.B of this document).</li> <li>3. Create proper identification, including location, of those who submitted the reports.</li> <li>4. Receive data from a single platform and assign tickets to responsible personnel who will resolve the matter and create the reports.</li> <li>5. Monitor all activities per ticket.</li> <li>6. Close ticket once issues are resolved.</li> <li>7. Provide a facility to communicate directly with complainant.</li> <li>8. Monitor and report aging of tickets.</li> <li>9. Provide Dashboards that show all related captured big data from all the tickets.</li> </ol>
<p>D. Cloud Hosting Services</p>	<ol style="list-style-type: none"> <li>1. The Consultant shall implement a scalable and robust Cloud Hosting Service for the Build Build Build portal whose Cloud Hosting Service Data Center shall be Tier III at the minimum and shall be able to offer 100% hardware infrastructure redundancy (preferably Amazon Web Services, Microsoft Azure or Virtualus).</li> <li>2. The Consultant shall ensure that the cloud hosting has two (2) instances to be used independently for: <ol style="list-style-type: none"> <li>a. The Build Build Build front end portal</li> <li>b. The Build Build Build back end application, database and DBMS</li> </ol> </li> <li>3. The Consultant shall ensure a minimum 2000 GBPS dedicated bandwidth for the cloud servers.</li> <li>4. The Consultant shall include all necessary server software licenses: <ul style="list-style-type: none"> <li>Microsoft Windows Standard 2012 R2 64 Bit</li> <li>MS SQL Standard 2012</li> </ul> </li> <li>5. The Cloud Hosting Solution shall have the following features:</li> </ol>

	<ul style="list-style-type: none"> <li>a. Capacity and Performance Management <ul style="list-style-type: none"> <li>○ Fine Grained ACLs for resource allocation</li> <li>○ Resource Quota Management to track and limit resource allocation</li> <li>○ Dynamic Creation of Clusters as pools of hosts</li> <li>○ Dynamic Creation of Virtual Data Centers as fully-isolated virtual environments</li> <li>○ Federation of multiple zones for scalability, isolation or multiple support</li> </ul> </li> <li>b. High Availability and Business Continuity <ul style="list-style-type: none"> <li>○ High availability architecture</li> <li>○ Persistent database backend with support for high availability configurations</li> </ul> </li> <li>c. Virtual Infrastructure Management <ul style="list-style-type: none"> <li>○ Virtual Infrastructure Management adjusted to enterprise data centers</li> <li>○ Complete life-cycle management of virtual resources</li> <li>○ Powerful hooking system</li> <li>○ Full control, monitoring and accounting of virtual infrastructure resources</li> <li>○ Fine-grained multi tenancy</li> </ul> </li> <li>d. Hybrid Cloud <ul style="list-style-type: none"> <li>○ Native support for Cloud Bursting with connectors for AWS, Softlayer and Azure</li> </ul> </li> <li>e. Security <ul style="list-style-type: none"> <li>○ Fine-grained ACLs and user quotas</li> <li>○ Powerful user, group and role management</li> <li>○ Integration with user management services</li> <li>○ Fine-Grained auditing</li> <li>○ Support for isolation at different levels</li> </ul> </li> <li>f. Integration with Third Party Tools <ul style="list-style-type: none"> <li>○ Modular and extensible architecture</li> <li>○ Customizable plug-ins for integration with any third-party data center service</li> <li>○ API for integration with higher level tools</li> </ul> </li> <li>g. Upgrade Process <ul style="list-style-type: none"> <li>○ Long Term stability and performance through a single integrated patching and upgrade process</li> </ul> </li> <li>h. Quality Assurance <ul style="list-style-type: none"> <li>○ Internal quality assurance process for functionality, scalability, performance, robustness and stability</li> </ul> </li> </ul>
--	---

E. Operations and Maintenance	<ol style="list-style-type: none"> <li>1. Ensure that the Portal is hosted online 24 hours a day, 7 days a week, and is accessible worldwide through the internet.</li> <li>2. Provide Online, Phone and Physical support ensuring that the BBB Portal and the BPMS software is up 99.99% of the time.</li> <li>3. Provide and ensure a secure and reliable access and/or license for the content management of the various projects.</li> <li>4. Manage and supervise the operation and implementation of the Portal.</li> <li>5. Coordinate with the BBB Team to ensure that all concerns and matters pertaining to the portal are addressed immediately.</li> </ol>
F. Training and Integration Services	The Consultant shall provide training and integration services necessary for BBB end-users and technical personnel to be able to implement, sustain, manage, and maximize utilization of the project.
G. Project Duration	<p>Contract duration is for SIX (6) months but the Consultant shall mobilize and make all the components operational within and not exceeding twenty (20) working days from issuance of NTP.</p> <p>The cloud hosting and operations and maintenance is for a period of six (6) months commencing immediately after the completion of the enhancement of the portal. The warranty support is for a period of one (1) month after contract expiry. However, the services may be extended through a separate contract subject to the usual procurement procedures.</p>

### 3. DELIVERABLES

- 4.1 Weekly report on the status of Portal enhancement
- 4.2 Monthly report on the status of the following:
  - a. Project Management, BPMS and Content Management as per defined objectives issued by Project Team
  - b. Job Portal as per defined objectives issued by Project Team
  - c. Case Management, per defined objectives issued by Project Team
  - d. Cloud performance and integration efforts, if any.
  - e. Operations and maintenance of the system including, but not limited to, needed potential corrections, mitigation of errors or performance issues.
- 4.3 Completion report on the following:
  - a. Portal Enhancement, 20 days after receipt of NTP
  - b. Training conducted, 20 days after the conduct of training
- 4.4 User Manual, 30 days after completion of portal enhancement.
- 4.5 Training Manual, 30 days after contract period
- 4.6 Business Blueprint/Plan
- 4.7 System Documents/Configuration Documents
- 4.8 Terminal Report which includes evaluation of the Portal performance

## **2. BUDGET**

The approved budget for the contract (ABC) is **FOUR MILLION FOUR HUNDRED SEVEN THOUSAND FIVE HUNDRED FIFTY PESOS (PhP4,407,550.00)**, inclusive of all applicable taxes and fees.

## **3. PROJECT TEAM OF CONSULTANT**

- 1.1 The Project Team shall be composed of qualified and competent personnel who shall be assigned exclusively for the Project.
- 1.2 It will be composed of at least one (1) Project Manager, at least two (2) Technical/ Functional/Support/Database Specialists and one (1) website developer.
  - a. The Project Manager shall be an IT practitioner with at least 3 years experience as a Project Manager in a field related to the project on bid.
  - b. The Technical Personnel shall be an IT practitioner with at least 1 year experience in handling projects related to the project on bid.
  - c. The Website Developer shall be a professional web designer with at least 1 year experience in web design.
- 1.3 CONSULTANT shall guarantee that all of its personnel who shall be assigned to deliver the Project have the skills and technical training necessary to accomplish the services required.

## **4. ELIGIBILITY CHECK and SHORTLISTING OF THE CONSULTANT**

The determination of eligibility of the CONSULTANT shall be based on the documents submitted using a non-discretionary pass/fail criterion. From among those who have been considered eligible Consultants, a short list of at most seven (7) proponents shall be drawn up and submitted for approval of the BCDA President and Chief Executive Officer.

The minimum criteria for eligibility are as follows:

- a. Shall be an IT company with at least three (3) years business operation. In case of joint ventures, the lead firm shall have at least three (3) years business operation and has implemented BPM Systems, Public Web Portals and Cloud Hosting Services;
- b. Shall have at least one implementation of either a BPMS System, Web Portal, Cloud Hosting Services within the last three (3) years;
- c. The Consultant shall be able to present a detailed proposal on achieving the attached objectives and complying with the technical specifications.

Shortlisting of proponents shall be based on the following criteria and rating system:

<b>CRITERIA</b>	<b>% Points</b>
I. Company Track Record	40%
II. Qualification of Personnel	55%
III. Workload Relative to Capacity	5%
<b>TOTAL SCORE</b>	<b>100%</b>

In the event that more than 7 proponents qualify, only the top 7 proponents will be shortlisted. Only the shortlisted proponents shall be entitled to bid upon payment of non-refundable fee of Five Thousand Pesos only (Php5,000.00).

Notwithstanding the eligibility of a CONSULTANT and/or its inclusion in the shortlist, BCDA reserves the right to review its qualifications at any time during the procurement process.

#### 5. EVALUATION CRITERIA FOR TECHNICAL PROPOSAL

The CONSULTANT shall be selected through competitive bidding in accordance with the Revised IRR of RA 9184 and its implementing guidelines. The Technical Proposal of the proponents/ Consultants for this Consulting Services shall be evaluated according to the following criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>
I. Experience and Capability of the Consultant	10%
II. Quality of Personnel to be Assigned to the Project	15%
III. Plan of Approach and Methodology	75%
<b>TOTAL SCORE</b>	<b>100%</b>

The prospective bidders' proposal shall be evaluated based on the **Quality-Cost Based Evaluation (QCBE)**. A two-stage procedure shall be adopted whereby each Consultant shall be required to submit his technical and financial proposals simultaneously in separate sealed envelopes. The technical proposal shall be given a weight of 75% while the financial proposal shall be given a weight of 25% in the evaluation of the consultants, for a total score of 100%.

After receipt of bids, the technical proposals shall first be opened and evaluated. The bidders shall be required to make a presentation of their technical proposal and conduct a Proof of Concept (POC).

The technical proposal together with the financial proposal shall be considered in the ranking of consultants. The technical proposals shall be evaluated first using the Technical Evaluation Criteria. The financial proposals of the consultants who meet the minimum Technical Score of 70% shall then be opened.

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 (HRB).

The HoPE shall approve or disapprove the recommendations of the BAC-C within two (2) calendar days after receipt of the results of the evaluation from the BAC-C. After approval by the HoPE of the Highest Rated Bid, the BAC-C shall, within three (3) calendar days, notify and invite the consultant with the Highest Rated Bid for negotiation.

## **6. OWNERSHIP OF DATA**

The BBB Committee shall have joint ownership, management, and administration of the Portal. Thus, all relevant data, materials, documents or reports prepared in the course of the performance of the Services by the Consultant shall be considered the exclusive property of the BBB Committee and shall not be used by the Consultant for purposes unrelated to this project without the prior written approval of the BBB Committee, through the BCDA. For the Job Portal, ownership of data is between the hiring party, i.e., contractors, and the third party Job Platform. Upon the completion or delivery of the Services, all such data, materials, documents or reports, including the "super admin", shall be turned over by the Consultant to the BBB Committee through BCDA. The Consultant shall not retain any of the said materials for its records." The data build-up shall be able to run using the BBB Committee server even upon expiration of contract.

## **7. STANDARD OF SERVICES**

The CONSULTANT shall fulfill its obligations by using its technical expertise and according to the best-accepted professional and industry standards. The CONSULTANT shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work for the best interest of BCDA.

The services shall be conducted by the CONSULTANT in accordance with the instructions or directions made or to be made by the BCDA at any time before the Project's completion. The CONSULTANT shall conduct regular consultation with BCDA in relation to the undertaking of its responsibilities.

## **8. OBLIGATIONS OF BCDA**

BCDA shall create a Coordinating Team who shall facilitate, prepare, and provide information on business operations requirements and shall coordinate the same with the CONSULTANT, for the latter's efficient performance, facilitate the processing and approval of documents for the Project per deliverables and reports.

## **9. LOGISTICAL SUPPORT**

The BBB Committee shall provide the workspace, tables and chairs, and multi-purpose tables, for the CONSULTANT's personnel while they are working on site for data or information gathering, whenever necessary.

**10. CONSIDERATION AND TERMS OF PAYMENT**

In consideration of the Consulting services for the Project, BCDA agrees to pay the total amount due the Consultant under the following terms and conditions:

<b>MILESTONE</b>	<b>PAYMENT</b>
Upon issuance of Notice to Proceed	15%
Upon submission of Report on trainings conducted together with the training manual	60%
Upon submission of Terminal Report	10%
Upon turnover of data upon expiration of contract and issuance of Certificate of Completion	15%

Payment of billing shall be made within fifteen (15) calendar days from acceptance of each deliverable. No progress payment shall be construed as an acceptance of the works or any portion thereof.

BCDA shall have the right to deduct from the CONSULTANT's claim for progress payment such amounts as may be necessary to cover third party liabilities and uncorrected defects discovered in the CONSULTANT's submissions.

**11. PERFORMANCE SECURITY**

To guarantee the faithful performance by the CONSULTANT of its obligations under the contract, it shall post a Performance Security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award and in no case later than the signing of the contract. The Performance Security may be in any of the following forms:

<b>Form of Security</b>	<b>Amount of Performance Security (Equal to % of Total Contract Price)</b>
Cash, or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

The Performance Security shall remain valid until the issuance of Final Certificate of Acceptance.

The Performance Security shall be posted in favor of BCDA, and shall be forfeited in favor of the procuring entity in the event it is established that the CONSULTANT is in default in any of its obligations under the contract.

The Performance Security shall be released after the issuance of the Certificate of Acceptance. BCDA has no claims filed against the CONSULTANT.

## **12. CONTRACT DURATION**

The contract duration is for a period of six (6) months. However, the Consultant shall provide continuous service upon expiry of contract thru an extension of contract, to ensure that the portal shall be able to continuously run until a new contract/procurement is completed.

## **13. OTHER CONDITIONS**

BCDA reserves the right to reject any or all proposals, or to waive any defect or informality thereon or minor deviations, which do not affect the substance and validity of any or all of the proposals.

BCDA reserves the right to reject the proposal of a proponent found to be in any of the following situations:

- 1) The offer is not in accordance with the requirements of BCDA as provided for in this Terms of Reference;
- 2) The proponent has been discovered to have suppressed or falsified the information given to BCDA;
- 3) The proponent failed to satisfactorily perform/complete any previous contract with BCDA.

BCDA reserves the right to gather and conduct further validation of other relevant information affecting the proponent or the proposal before the approval of the contract. Should such verification uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of his/her proposal, BCDA may disqualify the said proponent from obtaining the award of the contract.

## **14. CORRUPT, FRAUDULENT, COLLUSION AND COERCIVE PRACTICES**

Any attempt by a Consultant to influence the BAC-C or its authorized representatives in the evaluation of the bids or contract award decision shall result in the rejection of its bid or revocation of award as the case may be, and the implementation of other sanction or remedies provided by law.

## **15. CONFIDENTIALITY**

After the end of the contract, all materials, data, proprietary information and other related documents provided to the Consultant and which are hereby deemed owned by the BBB Committee shall be returned to the BBB Committee.

The Consultant undertakes that it shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with this confidentiality clause.

This confidentiality obligation shall survive even after the termination of the Contract.

The Consultant's breach of the confidentiality provision shall entitle the BBB Committee to legal and other equitable remedies, including but not limited to, the immediate cancellation of the Contract, and shall entitle the BBB Committee to claim for damages and any other relief applicable under the circumstances. The BBB Committee may also elect to terminate further access by the Consultant to any data and information related to the Project.

A Non-Disclosure Agreement shall be executed between BCDA and the Consultant which shall form part and shall outline, among others, confidential materials, knowledge, or information that both parties wish to share with one another for certain purposes but wish to restrict access to or by third parties

## **16. CONTRACT SIGNING**

The winning Consultant shall enter into contract with BCDA, with the conformity of the BBB Committee members, within ten (10) calendar days from receipt of the Notice of Award provided that all the documentary requirements and the posting of the Performance Security are complied with.

**CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS**

<b>Tab #</b>	<b>Description</b>	<b>Description</b>
1	EF 1	Eligibility Submission Form
2		Registration Certificate from SEC, DTI or CDA.
3		Valid and current Mayor's Permit
4		Tax clearance per EO 398, Series of 2005, as finally reviewed and approved by BIR.
5	EF 2	Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started.
6	EF 3	Summary of all on-going and completed government and private contracts, including contracts awarded but not yet started.
7	EF 4	Consultant's References
8	EF 5	Summary of CVs
9	EF 6	Curriculum Vitae for each of the following nominated key staff:
9.1		Project Team
9.2		Technical/Functional/Support/database Specialist 1
9.3		Technical/Functional/Support/database Specialist 2
9.4		Website Developer
10	EF 7	Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions.
11	EF 8	Curriculum Vitae of the Firm
12		Audited financial statements for 2016, duly stamped "RECEIVED" by the BIR or its duly accredited and authorized institutions.
13		Valid joint venture agreement, in case of joint ventures.

**Note:** BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the Consultant out of the data furnished by BCDA in relation to this bidding. The Consultant shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all of the Bidding Documents and its amendments.

## EF 1.ELIGIBILITY DOCUMENTS SUBMISSION FORM

---

*[Letterhead]*

*[Date]*

The Bids and Awards Committee – Consulting Services  
Bases Conversion and Development Authority  
2/F Bonifacio Technology Center  
31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City  
Taguig City

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[Insert date]* for Consulting Services for the Enhancement and Implementation of the BuildBuildBuild (BBB) Portal, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept BCDA's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

*[Signature over printed name of Authorized Signatory]*

*[Title]*

**EF 2.STATEMENT OF ALL ON-GOING AND COMPLETED GOVERNMENT AND  
PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET  
STARTED**

---

*[Letterhead]*

*[Date]*

The Bids and Awards Committee – Consulting Services  
Bases Conversion and Development Authority  
2/F Bonifacio Technology Center  
31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City  
Taguig City

Ladies/Gentlemen:

In compliance with the eligibility requirements of the Bids and Awards Committee – Consultancy Services of the Bases Conversion and Development Authority for the bidding of the Consulting Services for the Enhancement and Implementation of the Build BuildBuild (BBB) Portal, we certify that *[name of bidding firm]* has *[state applicable statement: on-going and completed government and private contracts, including awarded but not yet started]*, as enumerated in EF 3. Summary of Projects.

Sincerely,

*[Signature over printed name of Authorized Signatory]*

*[Title]*



## EF 4. CONSULTANT'S REFERENCES

### Relevant Services Carried Out That Best Illustrate Qualifications

*[Using the format below, provide information on each contract, whether similar or not similar in nature and complexity to the contract to be bid, for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted].*

Project No. *[State numerical order starting with number 1]*

Name of Contract:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		N <sup>o</sup> of Staff:
Address:		N <sup>o</sup> of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in PhP):
Name of Associated Consultants, if any:		N <sup>o</sup> of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: \_\_\_\_\_

### EF 5. Summary of CVs

No.	Name of Key Staff	Nominated Position	Registered Profession <sup>1</sup>	Highest Educational Attainment <sup>2</sup>	No. of Trainings Relevant to Profession <sup>3</sup>		Over-all Work Experience <sup>4</sup>	Number of Projects Undertaking related to DAED of buildings and other related structure projects
					Local	Foreign		
1		Project Team						
2		Techninca/Functinal/Support/database Specialist 1						
3		Techninca/Functinal/Support/database Specialist 2						
4		Website Developer						
5								
6								
7								
8								
9								
10								
11								
12								
13								

Certified by:

*[Signature over printed name of authorized representative]*  
*[Title]*

<sup>1</sup> Provide professional registration (if applicable).

<sup>2</sup> Provide highest educational attainment.

<sup>3</sup> Provide number of relevant trainings undertaken.

<sup>4</sup> State number of years.

## EF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Registered Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Current Position in the Firm: \_\_\_\_\_

### Education

*[Summarize college/university and other specialized education, giving names of schools, dates attended, and degrees obtained using the matrix below]*

College/University	Degree/Title Obtained	Inclusive Dates

### Trainings/Seminars

*[Summarize the trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]*

Title/Description	Conducted by	Inclusive Dates	Venue	Involvement*

\*Such as participant, speaker or trainer

### Projects Undertaken Related to Detailed Architectural and Engineering Design of buildings and other related structures

*[Provide outline of projects undertaken using the matrix below]*

Title/Description	Client	Position	Completion Date

### Projects Presently Being Undertaken

*[Provide outline of on-going projects using the matrix below]*

Title/Description	Client	Position	Start Date	End Date

**Memberships in Professional Societies**

*[Give an outline of memberships in professional societies using the matrix below]*

Name of Society/Commission	Date of Conferment/Registration	License/Professional Number	Validity Date

**Languages**

*[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]*

Language	Proficiency		
	Speaking	Reading	Writing

**Employment Record:**

*[Starting with present position, list in reverse order every employment held by nominated staff. List all positions since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. Indicate relevant work experience of staff in his/her nominated position. For experience in last ten years, also give types of activities performed and client references, where appropriate]*

**Certification:**

I, *[full name of proposed professional staff]*, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

I Further commit that I shall work for the Consulting Services for the Preparation of Site Development Plan and Detailed Architectural and Engineering Design for the Relocation and Functional Replication of Philippine Army’s Structures/Facilities and Utilities as *[nominated position]* of *[name of bidding firm]* once awarded the contract..

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature over printed name of nominated key staff]*

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature over printed name of authorized representative of the firm]*

**EF 7.STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND  
CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES  
ARE REGISTERED PROFESSIONALS**

---

[Letterhead]

[Date]

The Bids and Awards Committee – Consulting Services  
Bases Conversion and Development Authority  
2/F Bonifacio Technology Center  
31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City  
Taguig City

Ladies/Gentlemen:

[name of bidding firm] is issuing this statement in compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Bids and Awards Committee for Consulting Services, that the nationality of members of the Project Team are indicated below and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Project Team for the project:

Name	Assignment	Nationality
	Project Team	
	Technical/Functional/Support/database Specialist 1	
	Technical/Functional/Support/database Specialist 2	
	Website Developer	

[name of bidding firm] issues this statement in accordance with Clause 2.1.a.v of the eligibility requirements for the project.

Sincerely,

[Signature over printed name of Authorized Signatory]

[Title]

### EF 8. Format of Curriculum Vitae (CV) of the Firm

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

No. of Years of Operation: \_\_\_\_\_

Years of Professional Experience: \_\_\_\_\_ years

Membership in Professional Societies:

Year	Professional Society

#### Certification

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe the firm, its qualifications and experiences.

\_\_\_\_\_  
Signature over Printed Name  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative of the Firm  
Date: \_\_\_\_\_