

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

**ELIGIBILITY DOCUMENTS**

**CONSULTING SERVICES FOR THE  
PRODUCTION OF THE BCDA 2020 ANNUAL REPORT**

**FEBRUARY 2021**

***Section I. Request for Expression of Interest***

**REQUEST FOR EXPRESSION OF INTEREST  
CONSULTING SERVICES FOR THE PRODUCTION OF THE BCDA 2020 ANNUAL  
REPORT**

---

1. The Bases Conversion and Development Authority (BCDA), through the General Appropriations Act (GAA), intends to apply the sum of **Pesos: One Million Eight Hundred Thousand and 00/100 (PhP 1,800,000.00)**, inclusive of all applicable taxes and fees, being the Approved Budget for the Contract (ABC) to payments under the contract for the **CONSULTING SERVICES FOR THE PRODUCTION OF THE BCDA 2020 ANNUAL REPORT**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. BCDA now calls for the submission of Expression of Interest for the Consulting Services for the Production of the BCDA 2020 Annual Report.
3. The Eligibility Documents including the Terms of Reference (TOR) for the project can be downloaded from the BCDA Website ([www.bcda.gov.ph](http://www.bcda.gov.ph)) or can be secured, free of charge, by the interested proponent at BCDA Corporate Center, 2/F Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City from **23 February 2021 to 08 March 2021 from 8:00 AM to 5:00 PM**, except Saturdays, Sundays and Holidays, and **09 March 2021 from 8:00 AM to 12:00 NN**.
4. BCDA will hold a Pre-Eligibility Conference (online coverage) on **01 March 2021 (Monday)** at **10:00 AM** at the BCDA Corporate Center, with the same address given above and via video conferencing through Google Meet / Zoom which shall be open to prospective bidders. To be able to join the online Pre-Eligibility Conference, a scanned written request shall be made/emailed to the BAC Secretariat.
5. Interested Consultants must be registered online with the Philippine Government Electronic Procurement System ([www.philgeps.gov.ph](http://www.philgeps.gov.ph)) as legitimate service providers of the Government. Interested consultants must submit their eligibility documents on or before **09 March 2021, 12:00 NN** at the BCDA Corporate Center, with the same address given above. Late submissions shall not be accepted.
6. The opening of the Eligibility Documents shall be on **09 March 2021, 1:00 PM** at the BCDA Corporate Center. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
7. The BCDA Bids and Awards Committee for Consulting Services (BAC-C) shall draw up the shortlist of consultants from those who have submitted Eligibility Documents and have been determined as eligible in accordance with the provisions of Republic Act No. 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act," and its Implementing Rules and Regulations (IRR).

The qualifications of the consultants are the following:

- a. The Consulting Firm must be strictly a reputable corporate communication or advertising or marketing firm (can be design studios or agencies with graphic design/advertising as its main business) which has been in operations for at least three (3) years. In the case of joint ventures, the lead consulting firm should have at least three (3) years of business operation;

b. The identified members of the proposed creative team must have at least three (3) years of experience in communication or advertising as related to his function in the team;

c. The identified members of the proposed creative team must have handled at least three (3) creative projects which are similar in nature to the requirement (e.g. annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.) in a capacity related to his/her function in the team;

d. The Consulting Firm must have produced at least one (1) similar creative project which is similar in nature to the requirement (e.g. annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.) with a content price amounting to at least fifty percent (50%) of the Approved Budget for Contract (ABC); and,

e. The Consulting Firm must have produced at least two (2) similar creative projects which are similar in nature to the requirement (e.g. annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.) regardless of the amount.

The shortlisted bidders shall consist of not more than five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

|   |     |
|---|-----|
| Applicable Experience of the Consultant                           | 30% |
| Qualifications of the Key Personnel to be assigned to the Project | 60% |
| Current Workload of Key Personnel relative to capacity            | 10% |

The prospective Consultant(s) must pass the required minimum score of sixty percent (60%) to be shortlisted.

8. Shortlisted Consultants may purchase the Bid Documents at a non-refundable fee of **Five Thousand Pesos (Php5,000.00)** at BCDA Corporate Center, with the same address given above.
9. Bidding will be conducted through open competitive bidding and is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
10. BCDA shall evaluate bids using the Quality-Based Evaluation (QBE) procedure.
11. The Contract for the Consulting Services for the Production of the BCDA 2020 Annual Report shall take effect from the date stated in the Notice to Proceed (NTP) and shall remain in force and in effect for a period of six (6) months and effective until the full delivery of the requirement and acceptance by the BCDA.
12. BCDA reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

13. For further information, please refer to:

**STEVENSON E. TUGAS JR.**

Head Secretariat, BAC for Consulting Services  
BCDA Corporate Center  
2/F Bonifacio Technology Center  
31<sup>st</sup> St., corner 2<sup>nd</sup> Avenue, Bonifacio Global City  
Tel. No.: (02)8575-1753  
Email: setugas@bcda.gov.ph



**JOSHUA M. BINGCANG**  
Chairperson  
BAC for Consulting Services

## ***Section II. 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 RE 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 qualifications stated in the **EDS**.
- 1.4. Government owned or controlled corporations (GOCC) 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

- 1.1. 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, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 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, subcontractor, 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 case of 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.

- 2.1. 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 document, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post of the equivalent office having jurisdiction over the foreign bidder's affair in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 3.1. 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 shortlisted 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 5 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. Shortlisted 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.

***Section III. Eligibility Data Sheet***

### Eligibility Data Sheet

| Eligibility Documents |   |
|-----------------------|---|
| 1.2                   | Not applicable.   |
| 1.3                   | No further instructions.  |
| 2.1.(a)(ii)           | The statement of all on-going and completed government and private contracts shall include all such contracts within three (3) years prior to the deadline for the submission and receipt of eligibility documents.   |
| 2.1.(a)(ii.7)         | Certificate of Completion or Acceptance or Valid proof of final payment issued by the client in case of completed contracts. Notice of Award, Notice to Proceed or signed contracts issued by the client for on-going contracts and for contracts awarded but not yet started.  |
| 4.2                   | Each prospective bidder shall submit one (1) original and one (1) other copy of its eligibility documents.  |
| 4.3(c)                | Bids and Awards Committee for Consulting Services<br>Bases Conversion and Development Authority<br>BCDA Corporate Center, 2/F Bonifacio Technology Center, 31st corner 2nd Avenue, Bonifacio Global City, Taguig City.  |
| 4.3(d)                | Consulting Services for the Production of the BCDA 2020 Annual Report   |
| 5                     | <p>The address for submission of eligibility documents is:</p> <p style="padding-left: 40px;">Bases Conversion and Development Authority<br/>BCDA Corporate Center, 2/F Bonifacio Technology Center, 31st corner 2nd Avenue, Bonifacio Global City, Taguig City.</p> <p>The deadline for submission of eligibility documents is on 09 March 2021 (Tuesday), 12:00 NN.</p> |
| 8.1                   | <p>The place of opening of eligibility documents is:</p> <p style="padding-left: 40px;">Bases Conversion and Development Authority<br/>BCDA Corporate Center, 2/F Bonifacio Technology Center, 31st corner 2nd Avenue, Bonifacio Global City, Taguig City.</p> <p>The date and time of opening of eligibility documents is on 09 March 2021 (Tuesday), 1:00 PM.</p>       |

|     |   |
|-----|---|
| 9.1 | Similar contracts are creative projects such as annual report, glossy magazine, corporate brochure, corporate calendar, etc.  |
| 9.2 | <p>Criteria for shortlisting for the five (5) highest ranked proponents:</p> <ol style="list-style-type: none"><li data-bbox="453 405 1107 439">1. Relative Experience of the Consultants. (30%)</li><li data-bbox="453 472 1399 539">2. Qualifications of the Key Personnel to be assigned to the Project. (60%)</li><li data-bbox="453 573 1315 607">3. Current Workload of Key Personnel relative to capacity. (10%)</li></ol> <p>Provided that the bidder must obtain a minimum total score of sixty percent (60%) to be considered for shortlisting.</p> |

## ***Section IV. Eligibility Forms***



## EF 1. ELIGIBILITY DOCUMENTS SUBMISSION FORM

---

*[Letterhead]*

*[Date]*

The Bids and Awards Committee for Consulting Services  
Bases Conversion and Development Authority  
BCDA Corporate Center, 2/F Bonifacio Technology Center  
31st corner 2nd 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 Production of the BCDA 2020 Annual Report *[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 that each of the documents submit; 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 for Consulting Services  
Bases Conversion and Development Authority  
BCDA Corporate Center, 2/F Bonifacio Technology Center  
31st corner 2nd Avenue, Bonifacio Global City, Taguig City.

Ladies/Gentlemen:

In compliance with the eligibility requirements of the Bids and Awards Committee for Consulting Services for the Production of the BCDA 2020 Annual Report 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]*



Certified by:

*[Signature over printed name of Authorized Representative]*

*[Title]*

*[Name of Bidding Firm]*

<sup>1</sup> Indicate Project No. as shown in EF 4. Consultant's References.

<sup>2</sup> In Philippine Peso.

<sup>3</sup> If Consulting services is just part of the required services I the contract, state how much For JVAs, state how much is the subcontracted amount allocated for consulting services to this contract, in Philippine Peso.

<sup>4</sup> State the start and completion dates of the contract.

<sup>5</sup> Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts. Notice of Award, Notice to Proceed or signed

contracts for on-going contracts and for contracts awarded but not yet started.

#### 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:  |                               | Nº of Staff:   |
| Address:   |                               | Nº 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:  |                               | Nº 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: \_\_\_\_\_

**Important Note:** Applicable supporting documents to substantiate undertaking shall be provided during the submission of Technical Proposal. Only those contracts with supporting documents will be considered for evaluation.

### 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 undertaken related to creative projects such as annual report, glossy magazine, corporate brochure, corporate calendar, etc. |
|-----|-------------------|-------------------------------|------------------------------------|---|--|---------|---------------------------------------|---|
|     |                   |                               |                                    |   | Local  | Foreign |                                       |   |
| 1   |                   | Account Manager               |                                    |   |  |         |                                       |   |
| 2   |                   | Creative Director             |                                    |   |  |         |                                       |   |
| 3   |                   | Managing Editor/Senior Writer |                                    |   |  |         |                                       |   |
| 4   |                   | Photographer                  |                                    |   |  |         |                                       |   |

Certified by:

<sup>1</sup> Provide proof of professional registration during the submission of Technical Proposal.

<sup>2</sup> Provide proof of highest educational attainment during the submission of Technical Proposal.

<sup>3</sup> Provide proof of trainings undertaken during the submission of Technical Proposal.

*[Signature over printed name of authorized representative]*

*[Title]*

<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 Creative Projects such as annual report, glossy magazine, corporate brochure, corporate calendar, etc.**

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

| Title/Description | Client | Position | Start Date | End Date |
|-------------------|--------|----------|------------|----------|
|                   |        |          |            |          |
|                   |        |          |            |          |

**On-Going Projects**

*[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 Production of the BCDA 2020 Annual Report 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]*

**Important Note:**Applicable documents to substantiate professional registration, educational attainment and trainings undertaken shall be provided during the submission of Technical Proposal. Only those attainments and undertakings with supporting documents will be considered for evaluation

**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 – Consultancy Services  
Bases Conversion and Development Authority  
BCDA Corporate Center, 2/F Bonifacio Technology Center  
31st corner 2nd 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 – Consulting Services, that the members of the Project Team below are all Filipino in nationality and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Project Team for the project:

| Name | Assignment                    |
|------|-------------------------------|
|      | Account Manager               |
|      | Creative Director             |
|      | Managing Editor/Senior Writer |
|      | Photographer                  |

*[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]*

**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 Experience:

| <b>Year</b> | <b>Professional Society</b> |
|-------------|-----------------------------|
|             |                             |
|             |                             |
|             |                             |
|             |                             |

**Certification**

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

---

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

**BASES CONVERSION AND DEVELOPMENT AUTHORITY**

**Consulting Services for the Production of the BCDA 2020 Annual Report**

**CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS**

| <b>Tab #</b> | <b>Description</b> | <b>Description</b>  |
|--------------|--------------------|---|
| 1            | EF 1               | Eligibility Submission Form   |
| 2            |                    | PhilGEPS Certificate of Registration under Platinum Membership Per GPPB Resolution No. 26-2017, during bid submission, prospective bidders may still submit their Class "A" Eligibility Documents pursuant to Section 8.5.2 of the 2016 revised AIRR (i.e. Registration Certificate from SEC, DTI, or CDA; Mayor's Permit; Tax Clearance; Philippine Contractors Accreditation Board (PCAB) license and registration; and Audited Financial Statements), or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 revised IRR of RA 9184. |
| 3            | EF 2               | Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started.  |

|     |      |  |
|-----|------|--|
| 4   | EF 3 | Summary of all on-going and completed government and private contracts, including contracts awarded but not yet started.   |
| 5   | EF 4 | Consultant's References  |
| 6   | EF 5 | Summary of CVs   |
| 7   | EF 6 | Curriculum Vitae for each of the following nominated key staff:  |
| 7.a |      | Account Manager  |
| 7.b |      | Creative Director  |
| 7.c |      | Managing Editor/Senior Writer  |
| 7.d |      | Photographer   |
| 8   | EF7  | 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. |
| 9   |      | Format of CV of the firm   |
|     |      | Valid joint venture agreement, in case a joint venture is in existence. (In the absence of JVA, duly notarized statement that all potential partners shall enter into and abide by the provisions of the JVA in the instance that the bid is successful) |

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