

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

ELIGIBILITY DOCUMENTS

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

APRIL 2021

Section I. Request for Expression of Interest

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

1. The Bases Conversion and Development Authority (BCDA), through its 2021 Corporate Budget, 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.bcd.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 **06 April 2021 to 19 April 2021 from 8:00 AM to 5:00 PM**, except Saturdays, Sundays and Holidays, and **20 April 2021 from 8:00 AM to 12:00 NN**.
4. BCDA will hold a Pre-Eligibility Conference (online coverage) on **12 April 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/mailed to the BAC Secretariat.
5. Interested Consultants must be registered online with the Philippine Government Electronic Procurement System (www.philgeps.gov.ph) as legitimate service providers of the Government. Interested consultants must submit their eligibility documents on or before **20 April 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 **20 April 2021, 1:30 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
31st St., corner 2nd Avenue, Bonifacio Global City
Tel. No.: (02)8575-1753
Email: setugas@bcda.gov.ph



JOSHUA M. BINGCANG
Chairperson
BAC for Consulting Services

TERMS OF REFERENCE

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

Section 1. GENERAL BACKGROUND

A. RATIONALE

The Public Affairs Department (PAD) is continuously embarking on the development and production of corporate publications and materials, such as the Bases Conversion and Development Authority (BCDA) Annual Report, as part of its information dissemination campaign for its various programs and projects.

The BCDA Annual Report is a major communication tool of BCDA, used in informing the public about the authority's critical role in the Armed Forces of the Philippines (AFP) Modernization Program, as stipulated in its mandate: Republic Act No. 7227 or the Bases Conversion and Development Act of 1992.

The publication of the Annual Report is consistent with the government policy on transparency and integrity as it features BCDA's accomplishments for the year, pursuant to its mandates.

The publication is also in compliance with the requirement of Republic Act (RA) No. 7227, Section 10 (e) to "submit an annual report of the Conversion Authority to the President of the Philippines, President of the Senate, and Speaker of the House of Representatives."

The BCDA Annual Report highlights BCDA's achievements in the transformation of Metro Manila baselands into world-class business districts; the conversion of military reservations into alternative, productive civilian use; and the overall development of Central Luzon and the country in general.

Moreso, the report is an important channel of communication, where BCDA can give details of its performance under its mandate, as well the progress of its big-ticket projects, which are included in President Rodrigo Roa Duterte's infrastructure program dubbed "Build Build Build," to wit: (1) New Clark City, (2) Clark International Airport Expansion Project, (3) Subic-Clark Railway Project, and (4) the Luzon Bypass Infrastructure Project.

In addition, the report can also inform the public about the authority's policies on good governance, which include integrity management, whistleblowing policy, code of conduct, among others, in compliance with the requirements of the Governance Commission for Government-Owned and -Controlled Corporations (GCG).

BCDA's accomplishments and future plans are highlighted in the sections on Financial Report, Corporate Governance, AFP Modernization Program/Asset Disposition Program, Infrastructure Development, Special Economic Zones, and Corporate Social Responsibility (CSR).

B. OBJECTIVES:

The publication of the BCDA 2020 Annual Report aims to achieve the following:

1. To showcase BCDA's accomplishments and its outstanding collaborations in 2020, as prescribed by its charter, Republic Act 7227 (Bases Conversion and Development Act of 1992), and in compliance with the requirements of the Governance Commission on GOCCs (GCG);
2. To promote better awareness among BCDA's stakeholders of its critical role in the AFP Modernization program;
3. To disseminate accurate information on BCDA's stewardship of the country's resources, in line with state policy on transparency and accountability, and to update the stakeholders on the progress of and accomplishments in the implementation of BCDA's big-ticket projects under the "Build Build Build" Infrastructure Program of the Duterte Administration;
4. To raise awareness of and gain appreciation for BCDA-administered economic zones and new Metro Manila economic districts, thereby establishing the Philippines as a prime destination for tourism and business; and,
5. To promote BCDA as a state-run firm, which upholds the values of transparency, integrity, and good governance in its programs and projects.

Recognizing these objectives, BCDA is procuring the Creative Consulting Services for the Production of the BCDA 2020 Annual Report which entails the following: research, copywriting, editing, photography, and printing of the said publication.

C. PROCUREMENT TERMS

The Bases Conversion and Development Authority (BCDA) is inviting all interested corporate communication, marketing, advertising or other communication firms (DESIGN STUDIOS OR AGENCIES WITH GRAPHIC DESIGN/ADVERTISING AS ITS MAIN BUSINESS), which have been in operation for at least three (3) years and with experience in concept development and design, copywriting, designing layouts, photography, and printing, related to premium collateral materials to submit their bid based on the following specifications:

1. **BUDGET: PESOS: ONE MILLION EIGHT HUNDRED THOUSAND (Php1,800,000.00), inclusive of any and all applicable taxes, fees, and incidental expenses.**

2. **SCOPE OF WORK:**

The consultant shall be in charge of the production of the BCDA 2020 Annual Report with the following specifications:

- 2.1. **Concept/theme development and design for the BCDA 2020 Annual Report;**

2.2. Editorial services (editorial management, research, copywriting, copy-editing, and proofreading): Create an editorial team composed of four (4) writers (including the managing editor/senior writer)

2.3. Photography services:

2.3.1. Photography of situation/activity shots in digital format with resolution suitable for premium print projects and large format/billboard display. Inclusive of materials, supervision fee and art/photo direction.

- a. Services shall also include aerial shots using a drone;
- b. Total of three (3) shooting days in compliance with the proper health and safety protocols as recommended in the IATF Resolution No. 88, Section 8, General Provisions 5:

“All persons are mandated to wear full-coverage face shields together with face masks, earloop masks, indigenous, reusable, or do-it-yourself masks, or other facial protective equipment which can effectively lessen the transmission of COVID-19, whenever they go out of their residences, pursuant to existing guidelines issued by the national government subject to fair and humane penalties or punishments that may be imposed by LGUs or implemented by law enforcement agencies, respectively.”

In conformity with the resolution, the BCDA suggests the wearing of face masks and full-coverage face shields. The face masks and face shields shall be provided by the Consultant for their personnel who will be participating in the shoot. Social distancing and hand hygiene are a must as well.

Members of the photo shoot team must undergo RT-PCR testing at least forty-eight (48) hours before the scheduled shoot, and shall remain in quarantine until the shoot to avoid exposure to the virus. The team members must be able to show a negative result. BCDA will facilitate the swabbing activity for the team.

- c. The Consultant shall identify the number of photography set-ups based on the proposed concept. The following shall be taken into consideration:

Location set-ups in:

- New Clark City
- Clark Freeport and Special Economic Zone
- Clark International Airport
- Other suggested pegs by the Consultant as required by the approved concept

2.3.2. Expenses related to land transportation, shoot expenses (e.g. clearance fees, etc.) and meals of the crew, BCDA staff, and subsidiary representatives are included in the budget.

2.4. Color proofing and printing services

2.4.1. Prepare print specifications and corresponding budget based on concept/design for the one thousand (1,000) copies of the annual report.

Other general specifications are as follows:

Annual Report

Size : Cover: Folded 8" x 10"
Spread: 16" x 10" (1/4" spine)
Or as proposed and approved by BCDA

No of Pages : 100 pages inclusive of cover
Cover: 4 pages
Inside: 96 pages

Color : Full/Full

Binding : Perfect Binding

Process : Offset

Paper Stock : Bevania **(Consultant may suggest other kinds of paper, subject to the approval of BCDA)**

Inside Page : Special Paper (Neenah White 90-100gsm or Creambook #80) **(Consultant may suggest other kinds of paper, subject to the approval of BCDA)**

Quantity : 1,000 pieces

Others : With matte lamination 1s
With spot lamination 3D 1s
With die cut for USB flash drive insert or as needed based on the concept

Envelope

Size : To fit

Paper : Bk#120 **(Consultant may suggest other kinds of paper, subject to the approval of BCDA)**

Paper Color : Off White

Color : Full Color

Process : Offset

Finish : With die cut, scoring, and pasting
Quantity : 1,000 pieces

2.4.2. Provide color proofing of the Annual Report, for approval of the BCDA, and perform basic color-proofing services, computer-to-plate (CTP) services, and computer work services.

2.4.3. Computer works such as:

- a. Cover composition and manipulation of all pages of the Annual Report; and,
- b. Design, layout, and manipulation of all pages of the Annual Report

This shall include the following works:

- i. High resolution scanning of photos and visuals; and
- ii. Basic construction and editing of maps and other visuals including infographics

2.4.4. Utilize existing stock photos to be provided by BCDA as materials for the layout design of the Annual Report, as needed;

2.4.5. Manage the production of the Annual Report including printing supervision and coordination with BCDA;

2.4.6. Produce premium quality, full-color Annual Report based on agreed technical specifications and standards acceptable to BCDA;

2.4.7. Turn over all other BCDA raw materials (photos, videos, writings and/or documents) to BCDA;

2.4.8. Turn over to BCDA all electronic files of the photos taken during the photoshoot;

2.4.9. Turn over to BCDA the final artworks in Adobe InDesign and PDF formats (optimized and high resolution) including Adobe Illustrator and JPG formats of infographics, maps, etc.; and,

2.4.10. Packaging and entry of the BCDA 2020 Annual Report in two (2) competitions/award giving bodies (e.g. Anvil Awards, Quill Awards, Stevies, etc.), specifically in one (1) local and one (1) international competition.

3. DELIVERABLES

3.1. Concept design/theme and copy for the BCDA 2020 Annual Report;

3.2. Delivery of one thousand (1,000) copies of the BCDA 2020 Annual Report (including envelopes) based on agreed schedule;

3.3. Turn over electronic files of photos taken during the photo shoot—all saved in a USB 3.0 high capacity storage drive (e.g. flash drive or portable external hard drive);

- 3.4. Return raw materials (photos, videos, writings and/or documents) to BCDA; and,
- 3.5. Turn over the final artworks to BCDA in Adobe InDesign and PDF formats (optimized and high resolution) including Adobe Illustrator and JPG formats of infographics, maps, etc. —all saved in a USB 3.0 high capacity storage drive (e.g. flash drive or portable external hard drive).

4. COMPONENTS OF TECHNICAL PROPOSAL

Once shortlisted, the Consultant shall prepare the following as part of their Technical Proposal:

- 4.1. Two (2) proposed concepts/themes for the BCDA 2020 Annual Report;
- 4.2. Two (2) copywriting samples on the overall concept design (theme and rationale);
- 4.3. Two (2) copywriting samples of published works of the managing editor/senior writer;
- 4.4. Electronic file of the Corporate Profile;
- 4.5. Electronic file of the presentation; and,
- 4.6. Portfolio of the Photographer

5. CREATIVE TEAM

The creative team shall be composed of four (4) members. The proposed members are:

- 5.1. One (1) Account Manager;
- 5.2. One (1) Creative Director;
- 5.3. One (1) Managing Editor/Senior Writer; and,
- 5.4. One (1) Photographer

Note that the managing editor/senior writer will form an editorial team of four (4) writers (including the managing editor).

6. QUALIFICATIONS OF THE CONSULTANT

- 6.1 The Consultant 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.
- 6.2 The Consultant must be registered online with the Philippine Government Electronic Procurement System (<http://www.philgeps.gov.ph>) as a legitimate service provider for government requirements.

6.3 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.

6.4 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.

6.5 The Consultant 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 contract price amounting to at least fifty (50) percent of the Approved Budget for Contract (ABC).

6.6 The Consultant 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.

7. TIMETABLE

Production timetable for the 2020 Annual Report from concept to delivery will be a minimum of three (3) months and a maximum of six (6) months from the Consultant's actual receipt of the Notice to Proceed (NTP), depending on the release of the audited financial report from COA.

8. METHODOLOGY

The basis for the selection of the consultant shall be Section 33.2.1 of the Revised Implementing Rules and Regulations of the Government Procurement Reform Act (RA No. 9184). Bids shall be evaluated using the Quality-Based Evaluation (QBE) Procedure:

“33.2.1. The BAC shall conduct a detailed evaluation of bids using either of the following evaluation procedures as specified in the Bidding Documents:

a) Quality-Based Evaluation Procedure

i. 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.

ii. After receipt of bids, the technical proposals shall first be opened and evaluated, in accordance with Section 33.2.2 of the Implementing Rules and Regulations (IRR) of RA 9184 (Government Procurement Reform Act). The BAC shall rank the consultants in descending order based on the numerical ratings of their technical proposals and identify the Highest Rated Bid: Provided, however, that the Highest Rated Bid shall pass the minimum score indicated in the Bidding Documents.

iii. The Head of the Procuring Entity shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.

iv. After approval by the Head of the Procuring Entity of the Highest Rated Bid, its financial proposal shall then be opened. The BAC shall, within three (3) calendar days, notify and invite the consultant with the Highest Rated Bid for the opening of financial proposal for the purpose of conducting negotiations with the said consultant. In the letter of notification, the BAC shall inform the consultant of the issues in the technical proposal the BAC may wish to clarify during negotiations.

v. Negotiations shall be in accordance with Section 33.2.5 of the IRR of RA 9184, provided that the amount indicated in the financial envelope shall be made as the basis for negotiations and the total contract amount shall not exceed the amount indicated in the envelope and the approved budget for the contract as stated in the Bidding Documents.”

9. EVALUATION CRITERIA FOR SHORTLISTING OF BIDDERS

The Bids and Awards Committee – Consulting Services (BAC-C) shall draw up a short list of at most five (5) bidders from those who have submitted Eligibility Documents, Expressions of Interest, and Curriculum Vitae of the Members of the Proposed Creative Team and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The five (5) shortlisted bidders will be entitled to submit bids.

The criteria and rating system for shortlisting are:

Criteria	Score	Required Minimum Score
Applicable Experience of the Consultant	30%	
Qualification of personnel who shall be assigned to the project	60%	
Current Workload of the personnel relative to capacity <i>Note: Current Workload Relative to Capacity pertains to the ratio between one (1) proposed key personnel to the current number of projects he/she is handling.</i>	10%	
TOTAL SCORE	100 %	60%

The Consultant must meet the total required minimum score of sixty percent (60%). Only the consultants who meet the required minimum score shall be shortlisted.

10. EVALUATION CRITERIA FOR TECHNICAL PROPOSAL

The Consultants will be evaluated accordingly based on the following criteria:

Evaluation Criteria for Technical Proposal	Score	Required Minimum Technical Score
Applicable experience of the Consultant	20%	
Qualification of personnel who shall be assigned to the project	20%	
Plan of Approach and Project Methodology	60%	
TOTAL SCORE	100%	70%

An oral presentation of the technical proposal, company profile (including clients/projects handled) and the photographer’s portfolio is required as part of the evaluation.

11. STANDARD OF SERVICES

The Consultant shall fulfill its obligations under the agreement 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 in the best interest of BCDA. To attain these, the consultant shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings.

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 its completion. The Consultant shall conduct regular consultation with BCDA in relation to the undertaking of its responsibilities under the Contract Agreement.

12. CONFIDENTIALITY CLAUSE

The Consultant warrants the full confidentiality of all information gathered for the consultancy contract given by BCDA, unless the latter indicates the contrary. The Consultant shall not disclose any communication disclosed to him for the purpose of these Services. After the completion of the contract, all materials, data, and other related documents provided must be returned to BCDA.

13. LIQUIDATED DAMAGES

The Consultant obligates itself to perform and complete all the Services within the period specified in the TOR, beginning from the starting date exclusive of such

extensions of time as may be mutually agreed upon in writing. Should the CONSULTANT fail to complete the Services within the stipulated time, liquidated damages, not by way of penalty, shall be paid to BCDA by the CONSULTANT in an amount equal to one-tenth of one percent (1/10 of 1%) of the total CONTRACT price minus the value of the completed portions of the CONTRACT certified by BCDA for each calendar day of delay until the Services are completed.

14. CONFLICT OF INTEREST

The Consultant and its key staff, who may be directly associated with entities that may have an interest in or bias against any BCDA project, shall divulge the extent of its conflict with BCDA. The Consultant agrees that the conflict of interest may be a ground for BCDA to terminate the Contract.

15. TERMS OF PAYMENT

For services to be rendered, BCDA shall pay the consultant in the following manner:

- 15.1 The Consultant shall be paid ten percent (10%) of the Contract Price of the Annual Report upon submission and approval of the design concept;
- 15.2 The Consultant shall be paid twenty percent (20%) of the Contract Price of the Annual Report upon approval of the content outline;
- 15.3 The Consultant shall be paid twenty percent (20%) of the Contract Price of the Annual Report upon completion and approval of the copy;
- 15.4 The Consultant shall be paid thirty percent (30%) of the Contract Price of the Annual Report of the upon submission and approval of final draft copy and layout;
- 15.5 The Consultant shall be paid the full amount of the Contract Price of the Annual Report, within thirty (30) days upon full delivery by Consultant and acceptance by BCDA of the Annual Report and submission by the supplier of a valid invoice. No payment shall be made except upon a certification by BCDA's authorized representative that the final works required have been duly inspected and accepted, that the same have been delivered in accordance with the terms of the CONTRACT and that all materials (final output in PDF format, color separation materials/negatives, electronic files, photos, etc.) have been turned over to BCDA.

16. SETTLEMENT OF DISPUTES

The Parties agree to resolve any dispute that may arise between them with respect to this CONTRACT through good faith and amicable negotiation. If at any time during such negotiation, one Party determines in good faith that the Parties cannot resolve the dispute through negotiations, that Party will deliver a notice to the other Party that the dispute will be settled by arbitration in accordance with Republic Act No. 9285 otherwise known as the "Alternative Dispute Resolution Act of 2004", as amended, failing which, the Parties may resort to the filing of the appropriate case in the proper courts of Taguig City to the exclusion of the other courts. The arbitration shall be conducted in Metro Manila, Philippines.

17. ANTI-CORRUPTION POLICY

The Consultant warrants that no money or material consideration was given or has been promised to be given to any director, officer, or employee of BCDA to obtain the approval of this CONTRACT. The violation of this warranty shall constitute a sufficient ground for the rescission or termination of this CONTRACT without need of judicial action. Such rescission or termination shall be immediately effective upon service of notice to the Consultant.

18. CONTRACT TERM

The CONTRACT 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.

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.

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 Bases Conversion and Development Authority BCDA Corporate Center, 2/F Bonifacio Technology Center, 31st corner 2nd Avenue, Bonifacio Global City, Taguig City.
4.3(d)	Rebidding of Consulting Services for the Production of the BCDA 2020 Annual Report

5	<p>The address for submission of eligibility documents is:</p> <p>Bases Conversion and Development Authority 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 20 April 2021 (Tuesday), 12:00 NN.</p>
8.1	<p>The place of opening of eligibility documents is:</p> <p>Bases Conversion and Development Authority 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 20 April 2021 (Tuesday), 1:30 NN.</p>
9.1	<p>Similar contracts are creative projects such as annual report, glossy magazine, corporate brochure, corporate calendar, etc.</p>
9.2	<p>Criteria for shortlisting for the five (5) highest ranked proponents:</p> <ol style="list-style-type: none"> 1. Relative Experience of the Consultants. (30%) 2. Qualifications of the Key Personnel to be assigned to the Project. (60%) 3. Current Workload of Key Personnel relative to capacity. (10%) <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 Rebidding of 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 of the Bases Conversion and Development Authority for the Rebidding of the 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]

¹ Indicate Project No. as shown in EF 4. Consultant's References.

² In Philippine Peso.

³ 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.

⁴ State the start and completion dates of the contract.

⁵ 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 ¹	Highest Educational Attainment ²	No. of Trainings Relevant to Profession ³		Over-all Work Experience ⁴	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:

[Signature over printed name of authorized representative]

¹ Provide proof of professional registration during the submission of Technical Proposal.

² Provide proof of highest educational attainment during the submission of Technical Proposal.

³ Provide proof of trainings undertaken during the submission of Technical Proposal.

⁴ State number of years.

[Title]

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

DSE

[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:

Year	Professional Society

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

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

CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

Tab #	Description	Description
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
10		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.