

**PROCUREMENT FOR THE CONSULTING SERVICES FOR THE PRODUCTION OF THE BCDA 2017 ANNUAL REPORT**

*Approved Budget for the Contract: One Million Pesos (PhP1,000,000.00) inclusive of all applicable taxes and fees*

**ENVELOPES**

MAIN BID

TECHNICAL PROPOSAL-ORIGINAL

FINANCIAL PROPOSAL-ORIGINAL

TECHNICAL PROPOSAL-COPY

FINANCIAL PROPOSAL-COPY

**ANNEX**

**BIDDING FORMS**

**A**

Valid and current Mayor's/Business Permit (city or municipal)/Municipal license, where the principal place of business of the prospective bidder is located

**B**

**C1-C3**

Curriculum Vitae of Consultant's Key Assigned Team Members

**D**

PhilGEPS Registration Number

**E**

2016 Income/Business Tax Return

**F**

Duly notarized Omnibus Sworn Statement

**G**

List of similar projects handled/completed in the past two (2) years within the period November 29, 2015 to November 29, 2017. The projects to be listed should be duly accompanied by supporting documents such as: (1) Copy of certificate of satisfactory completion or (2) Proof of Final Payment

**H**

Proposed Design Concepts with copy executed into the following:  
 - Two (2) concepts/themes for the BCDA 2017 Annual Report;  
 - Two (2) copywriting samples on the overall concept design (theme and rationale)

**I**

Two (2) copywriting samples of published works of the Copy editor

**J**

Portfolio of the Photographer (in printed and electronic formats)