

BIDS AND AWARDS COMMITTEE FOR CONSULTANCY (BAC-C)

Consulting Services for the Inauguration of New Clark City Phase 1A

Bid Bulletin No. 01

14 August 2019

This Bid Bulletin contains the Minutes of the Pre-Eligibility Conference held last 09 August 2019, 3:30PM at the BCDA Conference Room A in Bonifacio Technology Center. This Bid Bulletin contains clarifications and modifications and shall form an integral part of the Eligibility Documents.

PART I. MINUTES OF THE PRE-ELIGIBILITY CONFERENCE

I. ATTENDEES

BAC-C

Atty. Joanna Eileen M. Capones	Vice-Chairperson
Atty. Gualberto J. Oyzon, Jr.	Member
Virgil M. Alvarez	Member
Jocelyn L. Caniones	Member

TWG

Marinell R. Paclibar
Merle Gay D. Rosete
Novelyn B. Carinan

Secretariat

Darryl F. Garcia
Miriam B. Daniwan

End-user

Katherine S. Bacosa
Michelle S. De Vera
Suzanne Ramos
Ana Trina Sulit
Sarah Baladjay

Representative of Prospective Bidders

Percival B. Porciuncula	Artistespace Inc.
Louvelle Arcega	VSCCI

Mariven Fernandez	Videosonic
Joey V. Villeté	Videosonic
Nikki Badilla	Whitelight
Monet Macaraig	11FTC
Rye Gomez	FTC

Observers

II. CALL TO ORDER

There being a quorum, Vice-Chairperson Capones called the pre-eligibility conference to order at 3:30 PM. Vice-Chairperson Capones welcomed the representatives of the prospective bidders.

III. PRE-ELIGIBILITY CONFERENCE PROPER

- A. Miss Sarah O. Baladjay from the Investment Promotions and Marketing Department (IPMD) presented an overview of BCDA, its mandate, and its on-going and completed development projects.
- B. Miss Katherine Bacosa, from IPMD and proponent of the project presented the Terms of Reference to the prospective bidders. *(please refer to Annex A for a copy of the powerpoint presentation).*

The salient points were as follows:

a. Objectives

- i. Showcase the newly constructed NGAC and Sports Facilities to the general public, potential investors, locators, government, business community and media
- ii. Provide an occasion for BCDA to share the insight and vision for the project, as well as share information about the features of the project and attract more government agencies to put up satellite offices in NGAC
- iii. Create awareness and press coverage to reach a wider audience; and
- iv. Ensure that Clark becomes highly visible, different, distinctive and memorable compared to its competitors.

b. Scope of Work

- i. Overall Project Conceptualization
 - 1. Conceptualization of event theme/treatment of the event;
 - 2. Design and layout of the event venue, stage, event collaterals, including event styling; and
 - 3. Conceptualization and production of digital and video materials, music scoring, composition and sound recording to be used during the event.

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ii. Events Management and Execution

The Consultant shall take the lead in the overall planning, direction-setting, production, sourcing of logistics, management, supervision and execution of the event based on the approved event theme/treatment:

1. Effectively plan and manage all aspects of the program of activities;
2. Provide the creative, technical, manpower, and logistical services required for the event, including documentation and production of Audio-Visual material/s;
3. Facilitate and manage all phases of production work required for the event;
4. Prepare and submit a detailed program of activities for the event;
5. Provide the over-all direction for the execution of the event;
6. Provide catering services to attendees (invitees, security, etc) of the event;
7. Provide documentation of the event in the form of videos and photographs;
8. 2.2.8 Turn-over to BCDA Marketing Unit of the electronic files of all final designs, digital and audio visual materials produced and taken during the event (in Adobe Indesign/Illustrator/ Photoshop for designs and layout; in raw and jpg formats for photos; in .avi, mp4 and mpeg4 formats for videos), in an external hard drive; and
9. Submit progress reports and post-event evaluation reports,
10. issues and concerns, and recommend next steps in relation to the project at no additional cost to BCDA

c. Salient Points of the TOR

- i. Contract Term: upon the issuance and actual receipt thereof by the Consultant of the Notice to Proceed (NTP) and shall remain in effect until 31 January 2020.
- ii. Approved Budget for the Contract: PhP15,000,000.00, inclusive of all applicable taxes and fees
- iii. Evaluation Procedure: Quality Based Evaluation (QBE)

d. Mode of Payment

15%	Upon approval of Concept & Design Execution
50%	Upon the execution of the Opening Ceremony
35%	Upon the turnover of Final Designs and Audio-Visual Materials produced for the event and submission of the Consultant of an Accomplishment Report and Issuance of Certificate of Completion by BCDA
100%	TOTAL

M/S *pu*

e. Qualifications of the Consultant

- i. Must be registered online with the Philippine Government Electronic Procurement System (<http://www.philgeps.gov.ph>) as a legitimate service provider for government requirements;
- ii. Be a reputable event or multimedia production firm which has been in business operation for at least five (5) years and has completed similar projects (e.g. product/brand launch, seminars, conferences, trade shows, company/organization milestone events, etc.) from 2015 to 2019;
- iii. Has produced and executed at least two (2) similar projects (e.g. product/brand launch, seminars, conferences, trade shows, company/organization milestone events, etc.) between 2015 up to 2019
- iv. Has produced and executed at least two (2) similar projects (e.g. product/brand launch, seminars, conferences, trade shows, company/ organization milestone events, etc.) between 2015 up to 2019 with a contract value per project equivalent to 50% of the ABC;

f. Key Personnel

Key Personnel	Number
Project Head/ Account Manager	1
Event Director	1
Production Manager	1

g. Shortlisting of Prospective Bidders

The BAC-C shall draw up a shortlist of at most five (5) bidders from those who submitted the required documents for the Eligibility and Shortlisting Phase. The evaluation criteria are as follows:

Criteria	Rating
Relevant Experience of the CONSULTANT	40%
Qualification of the Key Personnel to be assigned to the project	50%
Current Workload Relative to Capacity	10%
TOTAL	100%

Minimum Score for Shortlisting: 60%

h. Determination of Highest Rated Bid

The evaluation criteria for the technical proposal are as follows:

Criteria	Rating
Applicable Experience of the Consultant/	10%

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Firm	
Qualification of the Key Personnel who shall be assigned to the project	30%
Plan of Approach and Project Methodology (Proposed event/ theme/ treatment/ concept)	60%
TOTAL	100%

Minimum Technical Score: 70%

C. Ms. Marinell Paclibar, the head of the BAC-C Technical Working Group (TWG), proceeded with the presentation of the sample forms (*please refer to the eligibility forms*).

The following are the highlights of the presentation:

Reference	Important Point
EF 1. Eligibility Documents Submission Form	Must be signed by the authorized representative.
EF 2. Statement of All On-going and Completed Government & Private Contracts, including Contracts Awarded but not yet started	Must be signed by the authorized representative. Extra Sheets may be added, if necessary.
EF 3. Summary of Projects	Indicate all completed and on-going projects Segregate completed and on-going projects If a JV partner for a certain project, indicate the contract share for your firm At this stage, no supporting documents are required. Please refer to Annex B for the revised EF.3 Form (Summary of Projects)
EF 4. Consultant's References	Please indicate short narrative of the project
EF 5. Summary of CVs	The key positions have already been filled up, for easy reference
EF 6. Format of CV for Proposed Professional Staff	Please provide the required information for on-going and completed accounts/projects of each member of the proposed professional staff. Must be signed by the nominated key personnel and authorized representative
EF 7. Statement of Consultant Specifying its Nationality and Confirming that	Must be signed by the authorized representative.

afg

those who will Actually Perform the Services are Registered Professionals	For this procurement project, no professional license is required from the key personnel
EF 8. Format of Curriculum Vitae (CV) of the Firm	This is the profile of the firm. It must be signed by the authorized representative.
Envelope Labeling	Please use tabs for easy reference during the Opening of Bids.

D. Questions/Clarifications raised during the Question and Answer portion of the Pre-Eligibility Conference:

Questions	Answer/ Clarification
Will the BAC-C allow consultants/firms with three (3) years of experience to join the bidding?	No. The minimum required experience of the firm is five (5) years. Bidders may opt to find a joint venture partner with five (5) years experience or more in order to be eligible.

IV. CLOSING OF THE PRE-ELIGIBILITY CONFERENCE

There being no other matters to discuss, the conference was adjourned at 4:30 PM.

PART II. QUESTIONS AND CLARIFICATIONS

Please be informed of the following issues/ concerns submitted to the BAC-C by prospective bidders on 13 August 2019. This bid bulletin shall form part of the eligibility documents.

Questions	Answer/ Clarification
For EF2., clarification on what information is needed to be indicated by the prospective bidder under "[state applicable statement: on-going and completed government and private contracts, including awarded but not yet started]"?	A sample statement has been provided in the posted EF.2 Form template, as stated below: <i>"...on-going and completed government and private contracts, including awarded but not yet started..."</i>
Whether the template for EF3. Summary of Projects shall be used for both on-going and completed contracts.	Yes. Use the same form for both on-going and completed contracts. Please note however that we have issued a revised form for EF3.Summary of Projects (Annex B).
Whether a CV signed via e-signature will be allowed by the BAC-C for the eligibility and shortlisting stage	Yes. E-signature for eligibility stage is allowed

dy *pi*

Whether there is a limitation on the number of Consultants' References that can be included by the prospective bidder.	Consultants' References shall cover all on-going and completed projects within the period of <i>01 January 2015 to 15 August 2019</i> as stated in the Claus 2.1 (a) (ii) of the Eligibility Data Sheet (EDS)
For EF.8, whether indicating only the "YEAR" when the prospective bidder joined the professional society will suffice.	Yes.
Are the prospective bidders required to submit NOTARIZED CVs at this stage of the bidding process?	Notarized CVs shall be required during the submission of Technical and Financial Proposal.

For Information.

BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES


JOANNA EILEEN M. CAPONES
 Vice Chairperson

#PartnerForChange



CONSULTING SERVICES FOR THE INAUGURATION OF NEW CLARK CITY PHASE 1A

Pre-Eligibility Conference

09 AUGUST 2019

I RATIONALE

In support of President Rodrigo Roa Duterte administration's bid to move economic and political developments from the capital Manila to the countryside, the Bases Conversion and Development Authority (BCDA) started construction of New Clark City (NCC) Phase 1A last January 23, 2018. NCC is a 9,450-hectare mixed-use development, envisioned to be the Philippines' first smart, green and disaster-resilient city, inside the Clark Special Economic Zone in Capas, Tarlac.

NCC Phase 1A includes the National Government Administrative Center (NGAC), which will house back up and satellite offices of national government agencies and a world-class sports complex, as well as housing for government employees and athletes. The satellite offices of various government agencies will serve as a "one-stop-shop" for business enterprises in Central Luzon, as well as a contingency measure in case of a calamity or disaster in the capital. The sports complex, consisting of an athletic stadium and an aquatic center, is meant to be one of the venues for the SEA Games to be hosted by the Philippines in November 2019.

OBJECTIVES

1. Showcase the newly constructed NGAC and Sports Facilities to the general public, potential investors, locators, government, business community and media;
1. Provide an occasion for BCDA to share the insight and vision for the project, as well as share information about the features of the project and attract more government agencies to put up a satellite office in NGAC;
2. Create awareness and press coverage to reach a wider audience; and
3. Ensure that Clark becomes highly visible, different, distinctive and memorable compared to its competitors.

I SCOPE OF WORK

1. Overall Project Conceptualization
 - a. Conceptualization of event theme/treatment of the event;
 - b. Design and layout of the event venue, stage, event collaterals including event styling; and
 - c. Conceptualization and production of digital and video materials, musical scoring, composition and sound recording to be used during the event

SCOPE OF WORK

2. Events Management and Execution

The Consultant shall take the lead in the overall planning, direction-setting, production, sourcing of logistics, management, supervision and execution of the event based on the approved event theme/treatment:

- a. Effectively plan and manage all aspects of the program of activities;
- b. Provide the creative, technical, manpower, and logistical services required for the event, including documentation and production of Audio-Visual material/s;
- c. Facilitate and manage all phases of production work required for the event;
- d. Prepare and submit a detailed program of activities for the event;
- e. Provide the over-all direction for the execution of the event;
- f. Provide catering services to attendees (invitees, security, etc) of the event;

SCOPE OF WORK

- g. Provide documentation of the event in the form of videos and photographs;
- h. 2.2.8 Turn-over to BCDA Marketing Unit of the electronic files of all final designs, digital and audio visual materials produced and taken during the event (in Adobe Indesign/Illustrator/ Photoshop for designs and layout; in raw and jpg formats for photos; in .avi, mp4 and mpeg4 formats for videos), in an external hard drive; and
- i. Submit progress reports and post-event evaluation reports,
- j. issues and concerns, and recommend next steps in relation to the project at no additional cost to BCDA

I QUALIFICATIONS OF THE CONSULTANT

The event or multimedia production agency must meet the following qualifications:

- a. Must be registered online with the Philippine Government Electronic Procurement System (<http://www.philgeps.gov.ph>) as a legitimate service provider for government requirements;
- b. Be a reputable event or multimedia production firm which has been in business operation for at least five (5) years and has completed similar projects (e.g. product/brand launch, seminars, conferences, trade shows, company/organization milestone events, etc.) from 2015 to 2019;
- c. Has produced and executed at least two (2) similar projects (e.g. product/brand launch, seminars, conferences, trade shows, company/organization milestone events, etc.) between 2015 up to 2019;
- d. Has produced and executed at least two (2) similar projects (e.g. product/brand launch, seminars, conferences, trade shows, company/organization milestone events, etc.) between 2015 up to 2019 with a contract value per project equivalent to 50% of the ABC;

EVENTS MANAGEMENT TEAM

The team shall be composed of the following members:

- a. One (1) Project Head/Account Manager to ensure quality output and timely execution of the plan;
- b. One (1) Event Director, responsible for the conceptualization and implementation of the over-all event concept/theme/handle; and
- c. One (1) Production Manager, responsible for overall coordination prior to and during event proper;

The events management team members must have at least three (3) years experience in the management and execution of events similar to the project (e.g. product/brand launch, seminars, conferences, trade shows, company/organization milestone events, etc.) or as related to his/her field of expertise.

| 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 Events Management 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 proponents will be entitled to submit bids upon payment of a non-refundable fee of Twenty Five Thousand Pesos (Php25,000.00), as specified in RA 9184.

CRITERIA FOR SHORTLISTING

The evaluation criteria is as follows:

Criteria	Score	Required Minimum Score
1. Applicable Experience of the Consultant	40%	
2. Qualification of personnel who shall be assigned to the project	50%	
3. Current Workload of the personnel relative to capacity	10%	
TOTAL SCORE	100 %	60%

EVALUATION CRITERIA FOR TECHNICAL PROPOSAL

Evaluation Criteria	Weight	Required Minimum Technical Score
a. Applicable Experience of the Consultant/Firm	10%	
b. Qualification of personnel who shall be assigned to the project	30%	
c. Plan of Approach and Project Methodology (Proposed event theme/treatment/concept)	60%	
TOTAL SCORE	100%	70%

I 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

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.

I METHODOLOGY

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.

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.

I METHODOLOGY

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.

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. xxx”

| CONTRACT TERM

The contract shall take effect upon the issuance and actual receipt thereof by the Consultant of the Notice to Proceed (NTP) and shall remain in force and in effect until January 31, 2020



THANK
YOU!

EF 3. Summary of Projects

No.1	Project Name & Location	Project Description	Client	Type of Consulting Service	Contract Amount ²	If JV Partner, Contract Amount for Consultant's Involvement (if applicable)	Part of Contract Amount for Consultant's involvement in Brand/Project Activation/ Events Management (if applicable)	Date of Contract Award	Contract Period ⁴	Proof of Undertaking

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 involves and/or involved subcontracting, state the services provided and 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 State if the proof of undertaking is a Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts. Notice of Award or Notice to Proceed or signed contracts for on-going contracts and for contracts awarded but not yet started.