

**Bids and Awards Committee for Consulting Services**  
**Consulting Services for the Specialized Communication Program: Strategic Regional Communication**  
**and Investor Relations Campaign for Clark**

**Bid Bulletin No. 1**

The following are guidelines and reminders for the bidders as they accomplish the Bidding Forms emanating from the discussion during the Pre-bid Conference last 14 September 2018:

ITEM	CLARIFICATIONS/REMINDERS
TPF1. Technical Proposal Submission Form	<ol style="list-style-type: none"> <li>1) Fill out the necessary information.</li> <li>2) The Form should be signed by your Authorized Representative. Note the last paragraph which reads "We acknowledge that failure to sign this Technical Proposal Submission Form and Financial Proposal Submission Form shall be ground for the rejection of the bid."</li> </ol>
TPF 2. Consultants References	<ol style="list-style-type: none"> <li>1) Please fill out all the necessary information.</li> <li>2) The Consultant is required to declare ALL COMPLETED and ONGOING projects. COMPLETED projects declared in the form is supported by your indicated start date and completed date.</li> <li>3) Supporting documents for COMPLETED Projects that are required for submission as part of TPF 2 are: <ol style="list-style-type: none"> <li>a) Certificate of Completion;</li> <li>b) Certificate of acceptance; or,</li> <li>c) Proof of final payment. For the proof of payment, please indicate that it is a certified true copy of the final payment.</li> </ol> </li> <li>4) Supporting documents for ONGOING Projects that are required for submission as part of TPF 2 are : <ol style="list-style-type: none"> <li>a) Copy of the contract</li> <li>b) Notice of Award, or</li> <li>c) Notice to Proceed</li> </ol> </li> <li>5) Supporting Documents are already required <b>during</b> the Submission of Technical Proposal; Validation with the original copies will be done during the Post Qualification. Be careful not to switch supporting documents.</li> <li>6) The Form should be signed by your Authorized Representative.</li> </ol>
TPF3. Comments on the TOR	<ol style="list-style-type: none"> <li>1) We are using this form to help us improve the crafting of our Terms of Reference in the future based on the Consultant's suggestions.</li> <li>2) The Form should be signed by your Authorized Representative.</li> </ol>

TPF4. Methodology and Work Plan	<ol style="list-style-type: none"> <li>1) The components of the TPF4 is described in the Form.</li> <li>2) The flash drive submitted as part of TPF4 will be the same media used in the Oral Presentation containing the presentation in both presentation format and pdf format.</li> <li>3) Compatibility issues will be addressed by using the Consultant's laptop and having the presentation saved in PDF Format.</li> <li>4) The total allotted time for each Consultant is 30 minutes (20 minutes for presentation; 10 minutes of which is for Q&amp;A)</li> </ol>
TPF5. Team Composition and Task	The Form requires the listing of the four (4) key personnel from the local firm and its counterpart support team from the regional affiliate.
TPF6. (6A to 6D) Format of Curriculum Vitae (CV) for Proposed Professional Staff	<ol style="list-style-type: none"> <li>1) Separate forms are provided for each of the four (4) key personnel from the local firm (TPF6A-6D) and its counterpart support team from the regional affiliate (TPF6E-6H).</li> <li>2) The CV is needed to evaluate technical capabilities of both regional and local team.</li> <li>3) Please indicate COMPLETED projects handled by identified personnel from September 2013 to September 2018 (instead of June 2013 to June 2018), guided by minimum requirements stated in TPF6 under COMPLETED PROJECTS UNDERTAKEN.</li> <li>3) The TPF6 should be notarized and signed and signed by your Authorized Representative.</li> <li>4) Supporting documents for TPF6 will be submitted during the deadline of the Technical and Financial Proposal. . These will be validated with original documents during the Post Qualification</li> <li>5) The editable and corrected Bidding Forms will be emailed to Consultants.</li> </ol>
TPF6. (6E to 6F) Format of Curriculum Vitae (CV) of Communication Team of Regional Affiliate	<ol style="list-style-type: none"> <li>1) Separate forms are provided for each of the four (4) key personnel from the local firm (TPF6A-6D) and its counterpart support team from the regional affiliate (TPF6E-6H).</li> <li>2) The CV is needed to evaluate technical capabilities of both regional and local team.</li> <li>3) Please indicate COMPLETED projects handled by assigned personnel personnel from September 2013 to September 2018 (instead of June 2013 to June 2018), guided by minimum requirements stated in TPF6 under COMPLETED PROJECTS UNDERTAKEN.</li> <li>4) The TPF6 should be notarized.</li> <li>5) Supporting documents for TPF6 will be submitted during the deadline of the Technical and Financial Proposal. These will be validated with original documents during the Post Qualification.</li> <li>6) The editable and corrected Bidding Forms will be emailed to Consultants.</li> <li>7) The requirement for half the price of the ABC will NOT be required from the assigned personnel. The value requirement is only for the firm.</li> </ol>

TPF 7. Time Schedule for Professional Personnel of the Communication Team	The Form should be signed by your Authorized Representative.
TPF 8. Activity (Work) Schedule	<ol style="list-style-type: none"> <li>1) The Activity Names will be incorporated in the revised bidding forms to be distributed to bidders.</li> <li>2) The Form should be signed by your Authorized Representative.</li> </ol>
Omnibus Sworn Statement	<ol style="list-style-type: none"> <li>1) Choose the applicable part.</li> <li>2) Have it notarized.</li> </ol>
Bid Securing Declaration	<ol style="list-style-type: none"> <li>1) Choose the Bid Security Form.</li> <li>2) Have it notarized.</li> </ol>
FPF1. Financial Proposal Submission Form	<ol style="list-style-type: none"> <li>1) Ensure that the financial bid as stated in words is consistent with the amount stated as figures.</li> <li>2) The financial bid should be inclusive of applicable taxes and fees and does not exceed the ABC.</li> <li>3) The Form should be signed by your Authorized Representative.</li> </ol>
FPF. 2. Summary of Costs	<ol style="list-style-type: none"> <li>1) The form represents a breakdown of your financial bid.</li> <li>2) Ensure that the computation is consistent with the FPF. 1.</li> <li>3) The Form should be signed by your Authorized Representative.</li> </ol>
FPF. 3. Breakdown of Price per Activity	<ol style="list-style-type: none"> <li>1) Activity names are provided for your guidance.</li> <li>2) The Form should be signed by your Authorized Representative.</li> </ol>
FPF. 4. Breakdown of Remuneration per Activity	<ol style="list-style-type: none"> <li>1) Indicate who will perform the activity from the local firm and counterpart support team from the regional affiliate.</li> <li>2) The Form should be signed by your Authorized Representative.</li> </ol>
FPF. 5. Miscellaneous	<ol style="list-style-type: none"> <li>1) We don't allow reimbursements.</li> <li>2) The Form should be signed by your Authorized Representative.</li> </ol>
Checklist	Please follow tabs in the checklist.
Schedule	<ol style="list-style-type: none"> <li>1) The last day of submission of Clarifications is Monday, 5 pm</li> <li>2) The deadline of submission of Technical and Financial Proposals is on October 2 at 8:30 am. Opening is at 9:00 am.</li> </ol>

The following are queries of the Consultants during the Pre-bid Conference last 14 September 2018:

QUERY	CLARIFICATIONS
<p><i>Green Bulb</i></p> <p>1. For TPF 2. Consultants' References, will the required projects that are half the price of the ABC be applicable to the local firm?</p>	<p><b>No.</b> The requirement for at least three projects that are valued at half of the ABC and are projects similar in nature with the requirement is applicable only to the regional affiliate.</p> <p>Remember to use the same form, TPF 2, for the submission of local firm and regional affiliate but please submit them separately so that the Consultants' References and support documents of the local firm do not mix with that of the regional affiliate.</p>
<p><i>Green Bulb</i></p> <p>2. For TPF7. Time Schedule do we include the time schedule for the Regional Affiliate?</p>	<p><b>Yes.</b> Please incorporate the time schedule of the counterpart support team from the regional affiliate in the form, TPF7.</p>
<p><i>Green Bulb</i></p> <p>3. Will the oral presentation be on the same day as the submission of technical and financial proposals?</p>	<p><b>Yes.</b> The submission is in the morning and oral presentation in the afternoon.</p> <p>The deadline of submission of Technical and Financial Proposals is on October 2 at 8:30 a.m. Opening is on the same day at 9:00 a.m.</p> <p>The Oral Presentation will be at 1:30 p.m.</p>
<p>4. For TPF 7, do we just assume the hours of the regional affiliate and incorporate in the Time Schedule?</p>	<p><b>Yes.</b> Please incorporate the time schedule of the counterpart support team from the regional affiliate, as agreed with them, in the Time Schedule.</p>
<p>5. Will the expenses for airfare, and accommodation of the BCDA be part of the budget of the Consultant for international media events?</p>	<p><b>No.</b> Only expenses of the team assigned to assist the President will be under the Consultant's Budget.</p>
<p>6. Is the environment scanning a daily activity or is it just done in the beginning?</p>	<p><b>No.</b> It is not a daily activity but an output in the beginning of the contract and as part of regular monitoring.</p> <p>It can be an activity done at the inception and made part of a Report, containing an assessment of the region based on the monitoring of competition and communication promotions.</p> <p>It can also be an output of regular monitoring as part of a monthly report. If something comes up, the Consultant is</p>



	expected to alert the BCDA management and provide assessment.
7. For the quad media interviews, is there a required number, like for example, four (4) press releases per month.	<p>Note that the four press releases required is only the minimum.</p> <p>No specific number is required for the quad media interviews. The Consultant is expected to facilitate interviews with the BCDA Chairman or President whenever there is an opportunity. For example, if there's an event in London, you can arrange interviews with your regional print and broadcast contacts.</p> <p>We expect unique features, broadcast stories on our projects especially on New Clark City and Clark.</p> <p>We will be coordinating with you on the schedule of our principals.</p> <p>The Consultant is expected to facilitate investor relations activities, roadshows and meetings with key companies with BCDA's Principals.</p>
8. If media asks us to shoulder trip, will the expense be under the Consultant's budget?	<b>Yes.</b> All expenses related to media are under the Consultant's budget.
9. For a particular point, will the regional affiliate be required to come to the Philippines.	<p><b>Yes.</b></p> <p>1) The key personnel of the local firm with all members of the support communication team from the regional affiliate is expected to meet with the President and CEO face to face to get directions upon Contract award and at the beginning of the Contract and before the end of the Contract (upon Termination).</p> <p>Key members of the regional affiliate such as the Project Director is required to report to BCDA at least once a month.</p> <p>During the Post Qualification, video conference with each member of the regional affiliate is allowable as supported by required identification.</p> <p>Regular reporting can be through online correspondences or video calls.</p>
10. For TPF 2, can we edit or add references to the submitted projects as part of our Eligibility Documents.	<p><b>Yes.</b> For TPF2, we require the submission of ALL Ongoing and Completed Contracts, including contracts with Non Disclosure Agreements (NDA).</p> <p>a) Indicate if the Reference Project is covered by an NDA. b) Write "Covered by NDA" in the corresponding field relevant.</p>

	<p>c) For supporting documents for projects with NDA, the Bidder may submit first page , contract amount page where we can validate the amount, the signatory page and acknowledgment page</p> <p>Whatever you submit will be validated in the post qualification phase.</p>
11. Can we merge activities that are related for TPF8 and other forms?	<b>No.</b> Please do not deviate from the listed activities in the Bidding Forms.

For Information.

#### BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES

By:

  
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Chairperson