

EF 1. ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Letterhead]

[Date]

The Bids and Awards Committee – Consulting Services
Bases Conversion and Development Authority
2/F Bonifacio Technology Center
31st Street, corner 2nd Avenue, Bonifacio Global City
Taguig City

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [Insert date] for the Procurement of Consulting Services for a Digital Agency to Manage BCDA Social Media, [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.

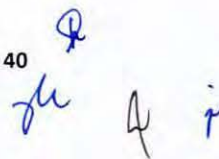
In line with this submission, we certify that:

- 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
- 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 – Consulting Services
Bases Conversion and Development Authority
2/F Bonifacio Technology Center
31st Street, corner 2nd Avenue, Bonifacio Global City
Taguig City

Ladies/Gentlemen:

In compliance with the eligibility requirements of the Bids and Awards Committee – Consultancy Services of the Bases Conversion and Development Authority for the Procurement of Consulting Services for a Digital Agency to Manage BCDA Social Media, 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]

[Handwritten initials]

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) ³	Date of Contract Award	Contract Period ⁴

Handwritten marks on the left margin: a checkmark, the letter 'A', and a signature.

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.

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: _____

Handwritten initials/signature

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 Undertaking related to Brand/Project Activation/ Events Management projects
					Local	Foreign		
1		Account Director/Manager						
2		Art Director						
3		Copywriter						
4		Content Manager						
5								
6								

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Certified by:

[Signature over printed name of authorized representative]
[Title]

1 State professional registration.

2 State highest educational attainment.

3 State trainings undertaken.

4 State number of years.

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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 Managing Social Media Profiles/Content Creation/Art Direction

[Provide outline of projects undertaken using the matrix below]

Title/Description	Client	Position	Completion Date

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Projects Presently Being Undertaken

[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]

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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 Procurement of Consulting Services for a Digital Agency to Manage BCDA Social Media Profiles 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]

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**EF 7. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND
CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE
SERVICES ARE PROFESSIONALS**

[Letterhead]

[Date]

The Bids and Awards Committee – Consulting Services
Bases Conversion and Development Authority
2/F Bonifacio Technology Center
31st Street, 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 for Consulting Services, that the nationality of members of the Creative Team are indicated below and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Project Team for the project:

Name	Assignment	Nationality
	Account Director/Manager	
	Art Director	
	Copywriter	
	Content Manager	

[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]

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EF 8. 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 Societies:

Year	Professional Society

Certification

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

Signature over Printed Name

Signature over Printed Name

Date: _____

Date: _____

Signature over Printed Name of Authorized Representative of the Firm

Date: _____

Handwritten initials/signature

Checklist of Requirements

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CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

Consulting Services for a Digital Agency to Manage BCDA Social Media Profiles		
Tab #		Description
1	EF 1	Eligibility Submission Form
2		Platinum PhilGEPS Certificate of Registration; or In the absence of a PhilGEPS Registration, prospective bidders may submit all Class "A" documents* per Revised IRR of RA 9184 (<i>listed below</i>). However, the PhilGEPS Registration shall still be a Post-Qualification Requirement (<i>pursuant to GPPB Circular No. 07-2017</i>)
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 Curriculum Vitae
7	EF 6	Curriculum Vitae for each of the following nominated key staff:
7.1		Account Director/Manager
7.2		Art Director
7.3		Copywriter
7.4		Content Manager
8	EF 7	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	EF 8	Curriculum Vitae of the Firm
10		For Local Bidders, Audited Financial Statements for 2017, duly stamped "RECEIVED" by the BIR.

11	Valid Joint Venture Agreement, in case of joint ventures.
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* Class "A" Documents:

1. Registration Certificate (SEC, DTI or CDA);
2. Mayor's/Business Permit or its Equivalent Document;
3. Tax Clearance; and
4. Audited Financial Statements.

Note: BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the Consultant out of the data furnished by BCDA in relation to this bidding. The Consultant 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.

