

Republic of the Philippines
Office of the President



**ELIGIBILITY DOCUMENTS
and TERMS OF REFERENCE
FOR THE CONSULTING SERVICES
FOR THE INAUGURATION OF NEW CLARK CITY PHASE 1A**

July 2019

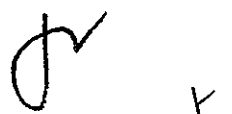
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***Request for Expression of Interest
(REI)***

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**REQUEST FOR EXPRESSION OF INTEREST FOR
THE CONSULTING SERVICES FOR
THE INAUGURATION OF NEW CLARK CITY PHASE 1A**

1. The Bases Conversion and Development Authority (BCDA), through its 2019 Corporate Budget, intends to apply the sum of **Fifteen Million Pesos (PhP15,000,000.00) inclusive of all applicable taxes, fees, and incidental expenses**, being the Approved Budget for the Contract (ABC) for the procurement of Consulting Services for the Inauguration of New Clark City Phase 1A. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Eligibility Documents including the Terms of Reference (TOR) for the project can be downloaded from BCDA website (www.bcda.gov.ph) or can be secured by the interested proponent at BCDA Corporate Center at the BCDA Corporate Office, 2/F, Bonifacio Technology Center, 31st Street, corner 2nd Avenue, Bonifacio Global City, Taguig City from **31 July 2019 to 15 August 2019 from 8:00 AM to 5:00 PM, except Saturdays, Sundays, Holidays, and 16 August 2019 8:00 AM to 9:30 AM.**
3. The BCDA now calls for the submission of eligibility documents for the procurement of the **Consulting Services for the Inauguration of New Clark City Phase 1A.**
4. Prospective bidders must submit their eligibility documents on or before **16 August 2019 Wednesday 9:30 A.M. at the Bases Conversion and Development Authority (BCDA) Corporate Office (same office above).** Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion. The opening of Eligibility Documents is on the same day at **10:00 A.M.** at the BCDA Corporate Office.
5. A **Pre-eligibility Conference** for the discussion of the Eligibility requirements will be on **09 August 2019 Friday, 3:30PM** at the BCDA Corporate Office.
6. The BAC for Consulting Services (BAC-C) shall draw up a shortlist of at most five (5) consultants from those who have submitted the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). Shortlisted bidders shall be entitled to submit bids.

7. The bidder must be registered with PhilGEPS and must have the following qualifications:
- a) 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.
 - b) Must have produced and executed at least two (2) similar projects (e.g. product/brand launch, seminars, conferences, trade shows, company/organization milestone events, etc.) from 2015 up to 2019.
 - c) Must have produced and executed at least two (2) similar projects (e.g. product/brand launch, seminars, conferences, trade shows, company/organization milestone events, etc.) from 2015 up to 2019 *with a contract value per project equivalent to 50% of the ABC.*
 - d) The Consulting Firm must assign an events management team with at least three (3) years of 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.
8. The Consultant shall be assessed based on the most favorable compliance with the criteria set by BCDA as follows:

Criteria	Score	Required Minimum Score
1. Applicable experience of the Consultant (Track record)	40%	
2. Quality of personnel to be assigned to the Project (Profile and 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%

The prospective Consultant(s) must pass the required minimum score of sixty percent (60%) to be shortlisted.

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9. Shortlisted eligible bidders may purchase the Bid Documents at a non-refundable fee of Php 25,000.00 at the BCDA Corporate Officer (same address above).
10. Bidding shall be conducted through open competitive bidding procedures and is subject to the conditions for eligibility as specified in the IRR of RA 9184.
11. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
12. BCDA shall evaluate the bids using the Quality-Based Evaluation (QBE) procedure.
13. The contract for the consulting services for the inauguration of the New Clark City Phase 1A shall take effect from the date stated in the Notice to Proceed (NTP) and shall remain in force and in effect until January 31, 2020.
14. The BCDA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder/s.
15. For further information, please refer to the BAC-C Secretariat **Mr. Darryl F. Garcia** at telephone number (02) 575-1700 local 1756 or send email at dfgarcia@bcda.gov.ph.


ENGR. JOSHUA M. BINGCANG
Chairman
BAC for Consulting Services

***Terms of Reference for the Procurement of the Consulting Services
for the Inauguration of New Clark City Phase 1A***



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 a calamity or disaster affects the capital. The sports complex, consisting of an athletic stadium and an aquatic center, is meant to be one of the venues for the Southeast Asian Games to be hosted by the Philippines in November 2019.

Objectives:

Once the construction of New Clark City Phase 1A is completed, an inauguration is recommended to achieve the following objectives:

- a. Showcase the newly constructed NGAC and Sports Facilities to the general public, potential investors, locators, government, business community and media;
- b. 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;
- c. Create awareness and press coverage to reach a wider audience; and
- d. Ensure that Clark becomes highly visible, different, distinctive and memorable compared to its competitors.

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Procurement Terms:

1) Budget:

The Approved Budget for the Contract (ABC) is **Fifteen Million Pesos (Php 15,000,000.00)** inclusive of all applicable taxes, fees and incidental charges. Bids received in excess of the ABC shall be automatically disqualified.

2) Scope of Work:

2.1 Overall Project Conceptualization

2.1.1 Conceptualization of event theme/treatment of the event;

2.1.2 Design and layout of the event venue, stage, event collaterals including event styling; and

2.1.3 Conceptualization and production of digital and video materials, musical scoring, composition and sound recording to be used during the event

2.2 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:

2.2.1 Effectively plan and manage all aspects of the program of activities;

2.2.2 Provide the creative, technical, manpower, and logistical services required for the event, including documentation and production of Audio-Visual material/s;

2.2.3 Facilitate and manage all phases of production work required for the event;

2.2.4 Prepare and submit a detailed program of activities for the event;

2.2.5 Provide the over-all direction for the execution of the event;

2.2.6 Provide catering services to attendees (invitees, security, etc) of the event;

- 2.2.7 Provide documentation of the event in the form of videos and photographs;
- 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
- 2.2.9 Submit progress reports and post-event evaluation reports, issues and concerns, and recommend next steps in relation to the project at no additional cost to BCDA.

3) **Deliverables:**

- 3.1 Event theme/treatment for the Opening Ceremony;
- 3.2 Design/layout for the event venue, stage, collaterals including event styling (e.g. floor plan, invitations, giveaways, etc);
- 3.3 Digital and video materials, musical scoring, composition and sound recording to be used during the event;
- 3.4 Implementation and execution of the event based on the approved concept;
- 3.5 Provide video and photographic documentation of the event;
- 3.6 Catering service for approximately 1500 pax;
- 3.7 Overall event management; and
- 3.8 Provide an event liability insurance or Contractors All Risk Insurance (CARI) for the event

4) **Components of Technical Proposal**

The Consultant shall prepare a comprehensive creative proposal for the Opening Ceremony of New Clark City (Phase 1A):

- a. A minimum of two (2) proposed event theme/treatment/ concept for the Opening Ceremony;
- b. A minimum of two (2) proposed program; and

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- c. Corporate Profile showing the list of clients, projects, and their portfolio

The Consultant shall submit an electronic file of their technical proposal and their corporate profile for BCDA's evaluation. An oral presentation of the Technical Proposal which includes the 1) event theme/treatment/concept proposal, 2) proposed program, 3) Company Profile and Portfolio (including projects/clients previously handled) is required as part of the evaluation.

5) 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;

The agency shall be assessed based on the most favorable compliance with the criteria stated above.

6) 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.

Aside from the main members of the events management team, the consultant may assign other project staff whose functions and specializations are necessary to accomplish the aforementioned deliverables.

7) 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.

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.

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”

8) Evaluation Criteria for Selection of Bidders

BCDA shall evaluate those who have submitted Expressions of Interest, in accordance with the provisions of the revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

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.

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%

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The Consultant must meet the required minimum score of 60% in order to be shortlisted.

The evaluation criteria for the technical proposal are as follows:

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%

BCDA shall rank the consultants in descending order based on the combined numerical ratings of their concept proposals, from which the highest rated bid will be identified. The Consultant must meet the total required minimum score of 70%.

Only the financial proposal of the consultant who gets the highest technical rating shall be opened—in their presence. Total calculated bid prices which exceed the approved budget for the contract shall not be considered. The name of the consultant, the quality scores and the proposed prices shall be read and recorded when the financial proposals are opened. Negotiations shall be undertaken with the consultant who is first in rank.

The financial proposals shall not exceed the approved budget for the contract which is Fifteen Million Pesos (PhP15,000,000.00) and shall be deemed to include the cost of all taxes, duties, fees, levies and other charges imposed under applicable laws.

9) Standard of Services

The Consultant shall fulfill its obligations under the agreement by using its technical expertise and in accordance with 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.

10) **Confidentiality Clause**

The Consultant shall hold and maintain confidential all materials, processes, data, propriety information and other related information which shall come into its possession, or knowledge in connection with the Contract or its performance, and not to make use thereof other than for the purpose of the Contract.

After the completion or termination of the Contract, all materials, processes, data, propriety information and other related data and information provided to the Consultant and which have been derived in relation to and as a consequence of the implementation of the Contract, shall be immediately turned-over to BCDA without need of demand.

The Consultant undertakes that it shall make appropriate instructions to its employees, agents, and supplier/service providers who need to have access to such materials, processes, data, propriety information and other related data and information to strictly observe the confidentiality of the said information.

The obligation of the Consultant under this Article shall remain in effect even after the termination of this Contract.

11) **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.

12) **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 BCDA or any BCDA project, shall divulge the extent of its conflict with BCDA. The Consultant agrees that any conflict of interest may be a ground for BCDA to terminate the Contract.

13) **Terms of Payment**

For the services rendered, BCDA shall pay the firm:

13.1 **Fifteen (15%) percent** upon approval of concept and design execution for the New Clark City Phase 1A Opening Ceremony;

13.2 **Fifty (50%) percent** upon the execution of the Opening Ceremony; and

13.3 **Thirty Five (35%) percent** upon the turnover of final designs and audio-video materials produced for the event and submission of the Consultant of an accomplishment report and issuance of Certificate of Completion by BCDA.

14) **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.

15) **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.

16) 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.

17) Ownership

All materials conceptualized, designed, and produced shall be owned by BCDA with full and exclusive rights on future use thereof both in the Philippines and internationally.

18) Bidding Rights

The BCDA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder/s.

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Eligibility Documents

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

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 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 (GOCCs) 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

2.1) The following eligibility requirements 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 the 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.

- 2.2) 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 documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3) 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 short listed 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.

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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:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (d) bear the specific identification of this Project indicated in the **EDS**; and
 - (e) 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 0 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:
- (f) the name of the prospective bidder;
 - (g) whether there is a modification or substitution; and
 - (h) 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

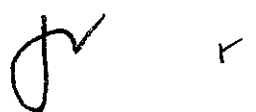
insufficient submission, shall be considered “failed” for the particular eligibility requirement concerned. If a prospective bidder is rated “passed” for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents 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) Short listed 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.

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Eligibility Data Sheet
(EDS)

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

Eligibility Documents	
1.(1.2)	Not applicable.
1.(1.3)	No further instructions.
2.1(a)(ii)	The Statement of all ongoing and completed government and private contracts shall include all such contracts from January 1, 2015 to August 15, 2019.
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.
4.2	Each prospective bidder shall submit only one (1) original and one (1) copy of its eligibility documents.
4.3c	Chairperson, Bids and Awards Committee – Consulting Services Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31 st Street, corner 2 nd Avenue Bonifacio Global City, Taguig City Tel No. 575-1700
4.3d	Consulting Services for the Inauguration of New Clark City Phase 1A
5.	The submission of eligibility documents shall be addressed to: Engr. Joshua M. Bingcang Chairperson, Bids and Awards Committee – Consulting Services Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31 st Street, corner Second Avenue, Bonifacio Global City, Taguig City The deadline for submission of eligibility documents is 16 August, 2019 (Friday) 9:30 A.M.

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8.1	<p>The place of opening of eligibility documents is:</p> <p>Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31st Street, corner Second Avenue, Bonifacio Global City, Taguig City.</p> <p>The date and time of opening of eligibility documents – 16 August, 2019 (Friday) 10:00 A.M.</p>															
9.1	<p>Relevant projects are defined as Product/Brand launch seminars, conferences, trade shows, company/organization milestone events, etc.</p>															
(9.2)	<p>The criteria and rating system for shortlisting are:</p> <table border="1" data-bbox="432 741 1342 1267"> <thead> <tr> <th data-bbox="432 741 986 835">Criteria</th> <th data-bbox="986 741 1129 835">Score</th> <th data-bbox="1129 741 1342 835">Required Minimum Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 835 986 898">1) Applicable Experience of the Consultant</td> <td data-bbox="986 835 1129 898">40%</td> <td data-bbox="1129 835 1342 898"></td> </tr> <tr> <td data-bbox="432 898 986 960">2) Qualification of personnel who shall be assigned to the project</td> <td data-bbox="986 898 1129 960">50%</td> <td data-bbox="1129 898 1342 960"></td> </tr> <tr> <td data-bbox="432 960 986 1205">3) 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 current number of projects he/she is handling.</i></td> <td data-bbox="986 960 1129 1205">10%</td> <td data-bbox="1129 960 1342 1205"></td> </tr> <tr> <td data-bbox="432 1205 986 1267">TOTAL SCORE</td> <td data-bbox="986 1205 1129 1267">100 %</td> <td data-bbox="1129 1205 1342 1267">60%</td> </tr> </tbody> </table> <p>Only the Consultant who meets the minimum score of 60% shall be shortlisted.</p>	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 <i>Note: Current Workload Relative to Capacity pertains to the ratio between one (1) proposed key personnel to current number of projects he/she is handling.</i>	10%		TOTAL SCORE	100 %	60%
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 <i>Note: Current Workload Relative to Capacity pertains to the ratio between one (1) proposed key personnel to current number of projects he/she is handling.</i>	10%															
TOTAL SCORE	100 %	60%														

Eligibility Forms



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 the Inauguration of New Clark City Phase 1A, *[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 the Inauguration of New Clark City Phase 1A, 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]

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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

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.

Certified by:

[Signature over printed name of Authorized Representative]

[Title]

[Name of Bidding Firm]

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: _____

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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 Brand/Project Activation/Events Management projects
					Local	Foreign		
1		Account Manager						
2		Creative Director						
3		Production Manager						
4								
5								
6								

1 State professional registration.

2 State highest educational attainment.

3 State trainings undertaken.

4 State number of years.

Certified by:

[Signature over printed name of authorized representative]
[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 Event or Multimedia Productions

[Provide outline of projects undertaken using the matrix below]

Title/Description	Client	Position	Completion Date

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

Y

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

**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 Events Management 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 Manager	
	Event Director	
	Production 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: _____

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Checklist of Requirements



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CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

Consulting Services for the Inauguration of New Clark City Phase 1A		
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 valid Class "A" documents* per Revised IRR of RA 9184 (<i>listed below</i>). However, a valid 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		Project Head / Account Manager
7.2		Event Director
7.3		Production 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.

