

**BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES (BAC-C)**

**CONSULTANCY SERVICE FOR THE MAINTENANCE, LICENSING, CLOUD HOSTING AND OPERATIONS OF  
THE BUILD BUILD BUILD PORTAL**

**Bid Bulletin No. 1**

May 24, 2019

This Bid Bulletin contains the Minutes of the Pre-Eligibility Conference held on May 20, 2019, 2:30 PM at the BCDA Lobby Hall in Bonifacio Technology Center. This Bid Bulletin contains clarifications and modifications and shall form an integral part of the Eligibility Documents.

**I. Attendees**

BAC-C

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

TWG

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

Secretariat

Jeff Randell B. Viñas  
Miriam B. Daniwan

End-user

Ma. Luisa M. Rodriguez

Representative of the Prospective Bidders

Johnny Sta. Ana	Technovore
Jalbert P. Aguinaldo	Sagesoft Solutions, Inc.
Benson Cruz	Sagesoft Solutions, Inc.
Nerissa Diano	Asiagate Networks, Inc.
Gerald Manuel	Vibal
Karen Moreno	Vibal
Gerald Tugbo	Vibal
Noemi Ergino	Mybusybee Inc.
Jennilyn Cariman	Valueline

Observer

Mark Anthony Ibañez

COA Representative

**II. CALL TO ORDER:**

There being a quorum, Vice-Chairperson Capones called the pre-eligibility conference to order at 2:55 PM. Vice-Chair Capones welcomed the representatives of the prospective bidders.

**III. PRE-ELIGIBILITY CONFERENCE PROPER**

A. The BCDA corporate video was presented to the prospective bidders.

B. Ma. Luisa M. Rodriguez, representative of the end-user unit/proponent of the procurement, 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. **Build Build Build Agencies** – a. Department of Budget and Management (DBM); b. Department of Finance (DOF) ; c. Department of Transportation (DoTr); d. Department of Public Works and Highways (DPWH); e. National Economic and Development Authority (NEDA); and f. BCDA
- b. **Approved Budget for the Contract (ABC)** for the maintenance, licensing, cloud hosting and operations of the BBB Portal is P6,000,000.00, inclusive of all applicable taxes and fees
- c. **Contract Duration** – one (1) year plus additional one (1) month of warranty support
- d. **Scope of Works**

The CONSULTANCY Service shall include, but not be limited to, the following:

- Maintain the current BBB Portal with the features outlined in the scope of work;
- The CONSULTANT shall ensure that the portal is accessible anytime and anywhere with the use of internet. The portal serves as an online gateway to access data in the online database, document management system, Jobs Portal feedback and case management system and metrics dashboards;
- Integration of BBB Jobs Portal, using the API, with the portal of the BBB agencies to maximize the posting of jobs;

- Maintenance and Monitoring of the Case Management System and Content Management System;
- Operations & Maintenance of the BBB Portal;
- Training and Integration Services; and
- Turn Over of Data upon expiration of the Contract.

**e. Eligibility Check & Shortlisting of Eligible Proponent**

The minimum criteria for eligibility:

- Shall be an IT company with at least three (3) years business operation. In case of joint ventures, the lead firm should have at least three (3) years of business operation and has implemented BPM Systems, Public Web Portals and Cloud Hosting Services;
- Shall have at least one implementation of BMP System, Web Portal, Cloud Hosting Services or any related project with a transaction value of at least 50% of the ABC within the last three (3) years;
- The key personnel to be assigned to the project should have at least three (3) years of experience in the implementation of BPM Systems, Public Web Portals and Cloud Hosting Services, and;
- The CONSULTANT shall be able to present a detailed proposal on achieving the attached objectives and complying with the technical specifications.

At the minimum, the Project Team shall be composed of the following, with the required qualifications:

- One (1) Project Manager – shall be an IT practitioner with at least 3 years experience as a Project Manager in a field related to the project on bid.
- At least two (2) Technical/Functional/Support/Database Specialists - an IT practitioner with at least 3 years experience in handling projects related to the project on bid.
- One (1) website developer - professional web designer with at least 3 years experience in web design.

**f. Eligibility Data Sheet**

1.2	The procuring entity is the Bases Conversion and Development Authority (BCDA)  The name of the contract is <b>CONSULTANCY SERVICE FOR THE MAINTENANCE, LICENSING, CLOUD HOSTING AND OPERATION OF THE BUILD BUILD BUILD (BBB) PORTAL</b>
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the period of May 2016 to May 2019 prior to the deadline for the submission and receipt of eligibility documents.

2.1(a)(ii.7)	Prospective bidder may also submit a Certificate of Acceptance or valid proof of final payment issued by the client										
4.2	Each prospective bidder shall submit one (1) original and one (1) copy of its eligibility documents.										
4.3 (e)	The envelope shall be addressed to:  <b>Joshua M. Bingcang</b> Chairman, Bids and Awards Committee – Consultancy Services Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31 <sup>st</sup> Street, corner 2 <sup>nd</sup> Avenue, Bonifacio Global City, Taguig City										
4.3 (f)	The name of the project is <b>CONSULTANCY SERVICE FOR THE MAINTENANCE, LICENSING, CLOUD HOSTING AND OPERATION OF THE BUILD BUILD BUILD (BBB) PORTAL</b>										
5	The address for submission of eligibility documents is Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31 <sup>st</sup> Street, corner 2 <sup>nd</sup> Avenue, Bonifacio Global City, Taguig City  The deadline for submission of eligibility documents is <b>03 June 2019 (Mon) at 9:00 AM.</b>										
8.1	The place of opening of eligibility documents is at the BCDA Corporate Center at 2/F, Bonifacio Technology Center, 31 <sup>st</sup> Street, corner 2 <sup>nd</sup> Avenue, Bonifacio Global City, Taguig City  The date and time of opening of eligibility documents is <b>03 June 2019 (Mon) at 10:00 AM.</b>										
9.1	Similar contracts shall refer to any website and/or IT deployments that have been implemented by the prospective bidder										
9.2	The criteria for shortlisting are as follows and the consultant should have a minimum total score of 60% to be shortlisted:  <table border="1" data-bbox="602 1482 1263 1661"> <thead> <tr> <th>CRITERIA</th> <th>% Points</th> </tr> </thead> <tbody> <tr> <td>I. Company Track Record</td> <td>40%</td> </tr> <tr> <td>II. Qualification of Personnel</td> <td>55%</td> </tr> <tr> <td>III. Workload Relative to Capacity</td> <td>5%</td> </tr> <tr> <td><b>TOTAL SCORE</b></td> <td><b>100%</b></td> </tr> </tbody> </table>	CRITERIA	% Points	I. Company Track Record	40%	II. Qualification of Personnel	55%	III. Workload Relative to Capacity	5%	<b>TOTAL SCORE</b>	<b>100%</b>
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**g. SHORTLISTING**

The determination of eligibility of the consultant shall be based on the documents to be submitted using a non-discretionary pass/fail criterion. From among those who have been considered eligible bidders, a short list of at most five (5) proponents shall be drawn up.

**h. THE BIDDING**

- The Bidding Firm must be registered online with the Philippine Government Electronic Procurement System. (<http://www.philgeps.net/>) as a legitimate service provider for government requirements.
- Bidding shall be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.
- Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- The prospective bidders’ proposal shall be evaluated based on the **Quality-Cost Based Evaluation (QCBE)**. 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. The technical proposal shall be given a weight of **75%** while the financial proposal shall be given a weight of **25%** in the evaluation of the consultants, for a total score of 100%.

**i. SCHEDULE OF ACTIVITIES**

Issuance of Eligibility Documents	May 11 – June 2, 2019, (8 AM – 5 PM) June 3, 2019 (8 AM - 9AM)
Request for Clarification in writing or email addressed to BAC-C Secretariat	until May 22, 2019 (05:00 PM) (Wednesday)
Issuance of Supplemental/Bid Bulletin	May 24, 2019 (Friday)
Deadline of Submission of Eligibility Documents	June 3, 2019 (9 AM) (Monday)
Opening of Eligibility Documents	June 3, 2019 (10:00 AM) (Monday)

B. The Head of the TWG proceeded with the presentation of the sample forms. The following are the highlights of the presentation:

Reference	Important point
Checklist of Tabbing of Eligibility Requirements, Tab 11	<p>The requirement for the submission of the consultant’s 2017 Audited financial statements, showing, among other, the consultant’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions has been changed to require the submission of the 2018 Audited financial statements for companies using calendar year.</p> <p>For companies who use fiscal year and are not yet due to submit to the BIR their 2018 AFS, then, the 2017 AFS must be submitted.</p>

Statement of All On-going and Completed Government & Private Contracts	Must be signed by the authorized representative.
Summary of all Completed Contracts Enumerated/Listed in the Statement submitted by the Consulting Firm	<p>At least one (1) of the contracts should be a similar project with a contract value of at least 50% of the ABC within the period of May 2016 to May 2019.</p> <p>Just indicate the title of the document as proof of undertakings, under column "Document presented to validate completion/award to the proponent". Supporting documents are not yet required to be submitted during the eligibility stage. These will be submitted during the submission of technical proposals. Extra sheets may be added, if necessary.</p> <p>If the contract involved contains other works not relevant to the procurement, please indicate only the relevant portion.</p>
Summary of all On-Going Contracts Enumerated/Listed in the Statement submitted by the Consulting Firm	<p>Just indicate the title of the document as proof of undertakings, under column "Document presented to validate completion/award to the proponent". Supporting documents are not yet required to be submitted during the eligibility stage. These will be submitted during the submission of technical proposals.</p> <p>Example of documents that may be listed as proof include Notice of Award (NOA), Notice to Proceed (NTP), contracts.</p>
Statement of Consultant Specifying its Nationality and confirming that those who will actually perform the services are registered professionals	<p>Please indicate the nationality and names of the proposed team.</p> <p>Must be signed by the authorized representative.</p> <p>Please refer to Annex B for the revised form.</p>
Format of Curriculum Vitae (CV) of the Firm	This is the profile of the Firm. It must be signed by the authorized representative.
Curriculum Vitae (CV) and Detailed qualification of the members of the Proposed Communication Team	<p>Please provide the required information for on-going and completed accounts/projects of each member of the proposed communication team. The CV must be signed by the nominee.</p> <p>Please indicate at least the month and year.</p>

Summary of the CVs of the members of the proposed Team	Please fill up the required information. The details of the information provided in this document shall be provided in the individual CVs.
Eligibility Document Submission Form	Must be signed by the authorized representative.
Secretary Certificate	The Secretary's Certificate must be notarized.
Legal documents	In the absence of a PHILGEPS Registration Certificate, prospective bidders may submit all Class "A" documents.
Envelope labeling	Please use tabs for easy reference during the Opening of Bids.

C. Question/Clarification raised during the Question and Answer portion of the Pre-Eligibility Conference:

Reference	Question	Clarification
Summary of All Completed Contracts Enumerated / Listed in the Statement Submitted; Summary of All Ongoing Contracts Enumerated/Listed in the Statement Submitted	Whether a Purchase Order (PO), instead of a contract may be accepted as supporting document under the requirement of at least one implementation of BMP system.	Yes. A PO is equivalent to a contract. The bidder may submit any of the following: copy of notarized contract, Certificate of Completion or proof of final payment.
Terms of Reference	Whether the technical specifications will be discussed.	The procurement is a two-stage bidding process. The first stage is the eligibility stage. The technical specifications will be discussed in the second stage.

**IV. CLOSING OF THE PRE-ELIGIBILITY CONFERENCE**

There being no other matters to discuss, the pre-eligibility conference was adjourned at 3:37 PM.

**V. Additional question/s raised after the Pre-Eligibility Conference but before the deadline for clarification on May 22, 2019.**

<b>Question</b>	<b>Clarification</b>
We would like to ask for the monthly billing of the portal to the cloud.	The cloud hosting is provided by Virtualus. BCDA pays the consultant based on milestone and the cloud hosting is part of the scope of works of the consultant.

The clarifications herein issued effectively amend, modify or revise provisions of the TOR / Eligibility Documents, which are inconsistent or contradictory thereto.

**BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES**

(Original Signed)  
**JOANNA EILEEN M. CAPONES**  
Vice-Chairperson





## ABC

- **Budget.** The approved budget for the Consultancy Service for the maintenance, licensing, cloud hosting and operations of the BBB Portal is Six Million pesos (Php6,000,000.00 ), inclusive of applicable taxes and fees.

## CONTRACT DURATION

- **Contract Duration.** The maintenance, licensing, cloud hosting and operations of the BBB Portal is for a period of one (1) year commencing immediately upon contract signing, plus additional one(1) month of warranty support.

## SCOPE OF WORKS

The CONSULTANCY Service shall include, but not be limited to, the following:

- Maintain the current BBB Portal with the features outlined in the scope of work;
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## **SCOPE OF WORKS**

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## **ELIGIBILITY CHECK & SHORTLISTING OF ELIGIBLE PROPONENT**

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## SCHEDULE OF ACTIVITIES

**Issuance of Eligibility Documents :**

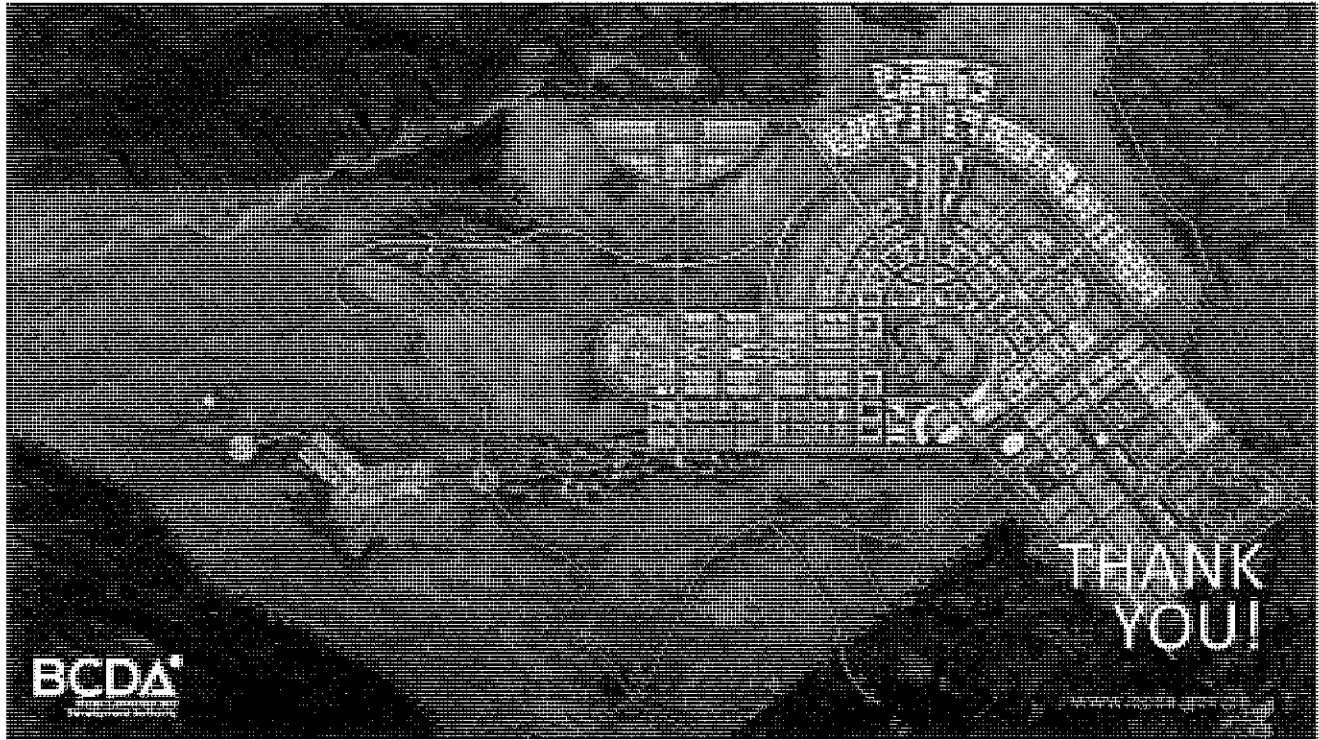
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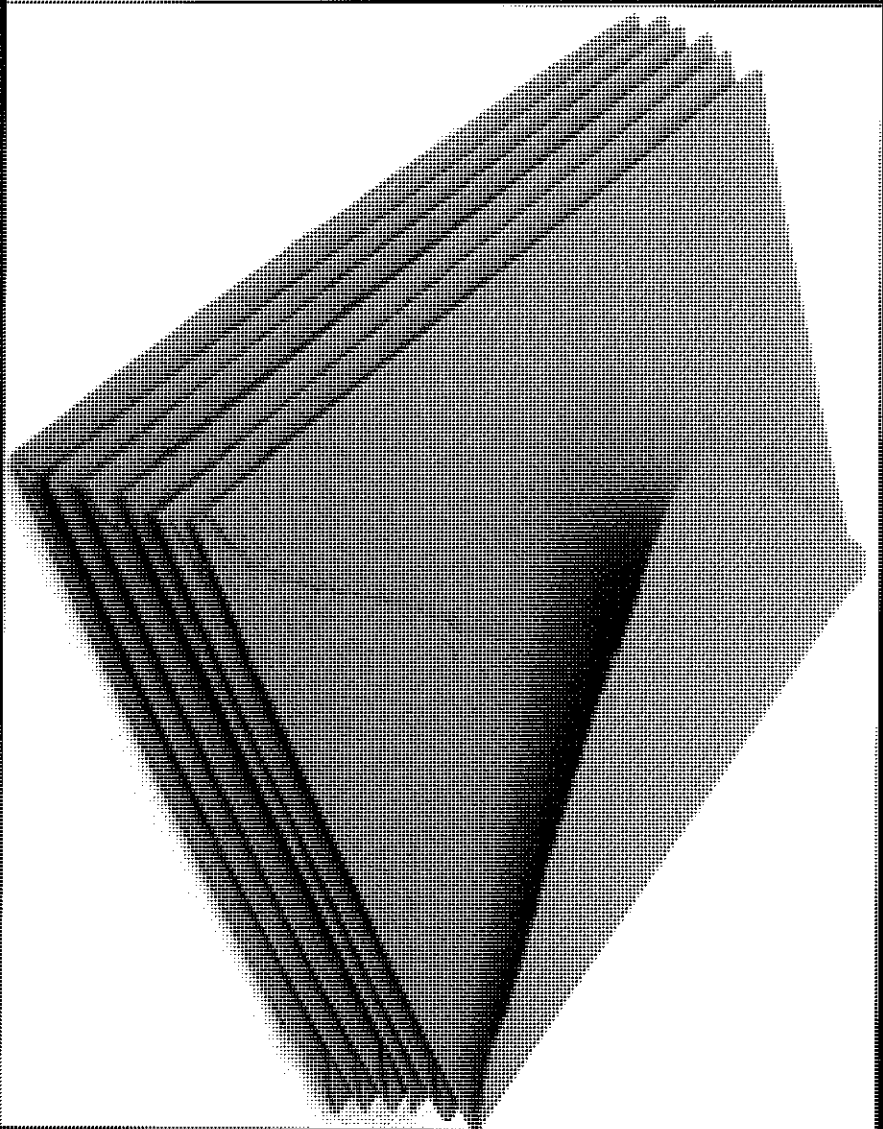
**Deadline of Submission of Eligibility Documents:** June 3, 2019 (9 AM) (Monday)

**Opening of Eligibility Documents:** June 3, 2019 (10:00 AM) (Monday)





# ENVELOPE LABELING



**MAIN: ORIGINAL AND COPY:  
ELIGIBILITY DOCUMENTS**

BASES CONVERSION AND DEVELOPMENT AUTHORITY  
BCDA Corporate Center  
2/F Bonifacio Technology Center 31<sup>st</sup> St. cor. 2<sup>nd</sup> Ave.  
Bonifacio Global City Taguig City

Bid for: \_\_\_\_\_  
(Project Title)

Submitted by: (Name & Contact Details of the Bidder)

Attention: Engr. Joshua M. Binggang  
Chairman, Bids and Awards Committee - Consulting Services

**DO NOT OPEN BEFORE:** Time & Date of Opening

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**ORIGINAL-ELIGIBILITY PROPOSAL**

**BASIS CONVERSION AND DEVELOPMENT AUTHORITY**

BCDA Corporate Center

2/F Bonifacio Technology Center 31<sup>st</sup> St. cor. 2<sup>nd</sup> Ave.

Bonifacio Global City Taguig City

Bid for: (Project Title)

Submitted by: (Name & Contact Det)

Attention: Engr. Joshua M. Bingsan

Chairman, Bids and Awards Comm

**DO NOT OPEN BEFORE TIME AND DATE**

**COPY-ELIGIBILITY PROPOSAL**

**BASIS CONVERSION AND DEVELOPMENT AUTHORITY**

BCDA Corporate Center

2/F Bonifacio Technology Center 31<sup>st</sup> St. cor. 2<sup>nd</sup> Ave.

Bonifacio Global City Taguig City

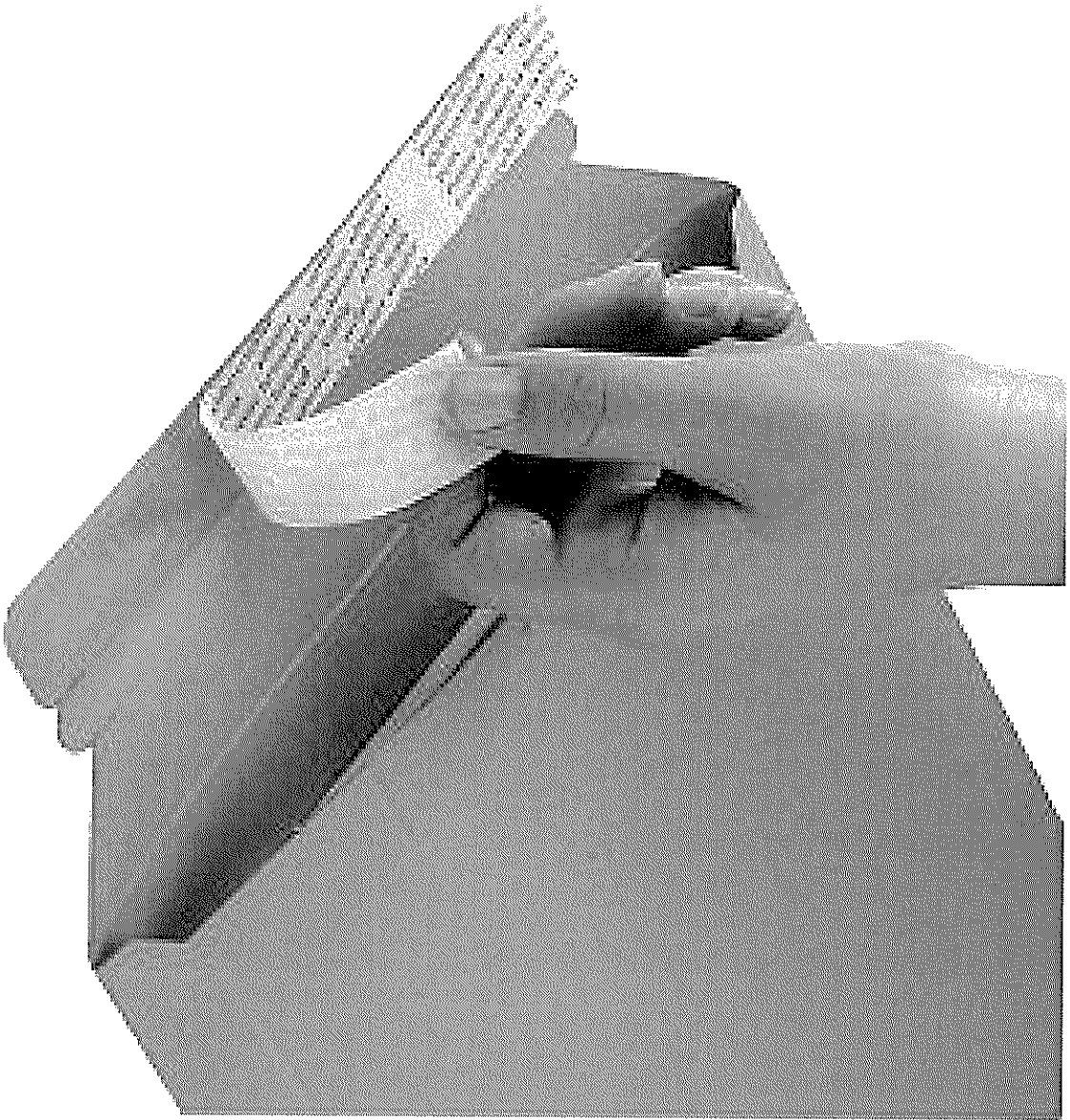
Bid for: (Project Title)

Submitted by: (Name & Contact Details of the Bidder)

Attention: Engr. Joshua M. Bingsan

Chairman, Bids and Awards Committee/Consulting Services

**DO NOT OPEN BEFORE TIME AND DATE OF OPENING**



**SUBMIT TO BCDA  
PROPERLY "SEALED"**



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

Date: \_\_\_\_\_

**JOSHUA M. BINGCANG**

Chairman

Bids and Awards Committee-Consultancy Services

Bases Conversion and Development Authority

2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue

Bonifacio Global City, Taguig City

Dear **Mr. Bingcang**:

*(Insert your company name)* is issuing this statement in compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Bids and Awards Committee-Consultancy Services, that the members of the Project Team below are all Filipino in nationality and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Project Team for the project are follows:

<b>Name of personnel</b>	<b>Nationality</b>	<b>Assignment</b>
		<b>Project Manager</b>
		<b>Technical/Functional/Support/Database Specialists</b>
		<b>Technical/Functional/Support/Database Specialists</b>
		<b>Website Developer</b>

Attached for your reference are the Curriculum Vitae of the above-mentioned personnel.

*(Insert your company name)* issues this statement in accordance with Clause 2.1.a.v of the eligibility requirements for the project.

Sincerely,

\_\_\_\_\_  
**Printed name and signature  
of authorized representative**