

**Bids and Awards Committee for Consulting Services (BAC-C)**

**PROCUREMENT OF CONSULTING SERVICES FOR  
THE BCDA 2023 CLIENT SATISFACTION MEASUREMENT**

**Bid Bulletin No. 01**

This Bid Bulletin clarifies queries/questions raised during the Pre-Bid Conference held on 14 November 2023 pertaining to the above-cited Consulting Services.

**I. QUERIES/QUESTIONS BY THE BIDDERS**

**a. Queries/Questions raised during the Pre-Bid Conference:**

Queries/Questions	Clarifications/Responses
1. May I know the sample size of the respondents?	The sample size for the respondents of the BCDA 2023 CSM Report is less than 2,000.
2. May I know what is the role of BCDA in the data-gathering for the BCDA 2023 CSM Report? Will data-gathering begin upon the award of the project?	The BCDA is currently conducting the fieldwork for the CSM Report. Ongoing is data gathering through the administration of the prescribed survey among BCDA’s clients for its external services. BCDA will collect the said data and turnover to the Consultant upon award for encoding, processing, analysis, report preparation and reporting.
3. May I know the acceptable format for encoded data? Is SPSS or Excel acceptable?	Please refer to the methodology and guidelines of the Anti-Red Tape Authority

**II. PRESENTATION FOR THE PRE-BID CONFERENCE**

The presentation discussed during the Pre-Bid Conference held on 14 November 2023 can be accessed using the link below:

**Link:**

<https://tinyurl.com/CSMPreBidConf>

This presentation is for discussion purposes only. Should there be any inconsistencies, the bidding documents (*i.e.*, Request for Proposal, Terms of Reference, and Bidding Forms) shall prevail over the presentation.



### III. REVISED SCHEDULE OF PROCUREMENT ACTIVITIES\*

Activities		Time	Date (From)		Date (To)	
1	Pre-Bid Conference	1:00 PM	Tuesday, November 14, 2023		Tuesday, November 14, 2023	
2	Last day of Receiving of Request for Clarification	5:00 PM	Tuesday, November 14, 2023		Tuesday, November 14, 2023	
3	Issuance of Bid Bulletin		Tuesday, November 14, 2023		Tuesday, November 14, 2023	
4	Deadline for Submission of Proposals	9:00 AM	Friday, November 17, 2023		Monday, November 20, 2023	
5	Opening of Proposals	10:00 AM	Friday, November 17, 2023		Monday, November 20, 2023	
6	Evaluation of Proposals		Friday, November 17, 2023	Monday, November 20, 2023	Tuesday, November 21, 2023	Thursday, November 23, 2023
7	Deliberation of Results of Proposals		Tuesday, November 21, 2023		Thursday, November 23, 2023	
8	Conduct of Post-Qualification on HRB/SRB		Wednesday, November 22, 2023	Tuesday, November 28, 2023	Friday, November 24, 2023	Thursday, November 30, 2023
9	Determination of HRRB/SRRB and Issuance of End-user Recommendation of HRRB/SRRB to the HoPE		Wednesday, November 29, 2023		Friday, December 01, 2023	
10	Approval of HRRB/SRRB and NOA by HoPE		Friday, December 01, 2023		Tuesday, December 05, 2023	
11	Issuance of Notice of Award		Friday, December 01, 2023		Wednesday, December 06, 2023	
12	Contract Signing and Posting of Performance Security		on or before 12/11/2023		on or before 12/15/2023	
13	Issuance of Notice to Proceed		on or before 12/11/2023		on or before 12/15/2023	

\* *subject to change*

**IV. REMINDERS**

**a. General Notes/Reminders**

1. All data on the forms shall be correct and consistent.
2. All forms shall be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
3. The CVs of all the nominated key personnel shall be supported with valid licenses/professional registrations, certificates of training attended, diplomas, work experiences, and other supporting documents relative to the credentials of the proposed Professional staff.

For expired licenses, copy of the expired license, proof of application, and payment for renewal shall be included.

4. Only contracts/projects that are supported with proofs shall be considered for evaluation, as follows:
  - Certificate of Completion or Acceptance or valid proof of final payment issued by the client, in case of completed contracts.
  - Notice of Award, Notice to Proceed, or signed contracts issued by the client for ongoing contracts and for contracts awarded but not yet started.
5. Only training supported with proofs shall be considered for evaluation.
6. For the Bidding Forms:

Form No.	Form	Duly signed by the Authorized Representative	Duly Notarized
<b>TECHNICAL PROPOSAL</b>			
EF 1	Eligibility Documents Submission Form	✓	
-	<ul style="list-style-type: none"> <li>• PhilGEPS Certification of Registration under Platinum Membership or Red Membership (all pages) pursuant to Section</li> </ul>		

	<p>8.5.2 of the 2016 revised IRR.</p> <ul style="list-style-type: none"> <li>• Mayor's/Business Permit or recently expired Mayor's permit, the official receipt for renewal within the period prescribed by the concerned local government unit and the recently expired Mayor's permit shall be submitted, in case of PhilGEPS Certification of Registration under Red Membership is submitted.</li> <li>• Latest Income/Business Tax Return, in case of PhilGEPS Certification of Registration under Red Membership is submitted.</li> </ul>		
TPF 1	Statement of All Completed Government and Private Contracts, For The Past 2 Years	✓	
TPF 2	Summary of Completed Projects for the Past 2 Years (All completed government and private contracts)	✓	
TPF 3	Summary of Curriculum Vitae	✓	
TPF4	Curriculum Vitae (CV) for Proposed Professional Staff	✓	
TPF 4A	Over-all Project Manager	✓ (should also be duly signed by the nominated Key Personnel)	
TPF 4B	Research Executive/Analyst	✓ (should also be duly signed by	

		the nominated Key Personnel	
TPF 4C	Data Processing Manager	✓ (should also be duly signed by the nominated Key Personnel	
TPF 4D	Lead Statistician	✓ (should also be duly signed by the nominated Key Personnel	
TPF 5	Format of Curriculum Vitae (CV) of the Firm/Entity	✓	
TPF 6	Certificate of Availability of Key Personnel	✓	
TPF 7	Plan of Approach and Methodology	✓	
<b>FINANCIAL PROPOSAL</b>		✓	
FPF 1	Financial Proposal Submission Form	✓	
	Omnibus Sworn Statement	✓	✓
	Secretary's Certificate Format (where applicable)	✓	✓
	Special Power of Attorney Format (where applicable)	✓	✓

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the duly authorized representative of the prospective bidder.
- b. **Deadline for Submission of Proposals.** The Bidders' Proposals must be duly received by the Public Affairs Department (PAD) through manual/physical submission at the BCDA Central Receiving and Releasing Area (CRRRA), BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, **on or before 9:00 am of 20 November 2023, Monday.** Late submission of Proposals shall not be accepted. The prospective bidders may submit their Proposals before the deadline for submission of bids to avoid late submission. The editable bidding forms is provided for guidance, and may be downloaded using the link below:

**Link to editable bidding forms:**  
<https://tinyurl.com/CSMBiddingForms>

Please be reminded that the reference time that will be followed shall be the computer system clock at the **BCDA-CRRA**, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City. All bidders are advised to synchronize their timepieces therewith.

- c. **Opening of Proposals.** Opening of Proposals shall be on **20 November 2023, 10:00 AM** at the BCDA Office, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, and/or through:

**Zoom link:**  
<https://tinyurl.com/CSMOpeningofProposals>

**For Online Participants:**

1. Online participants are requested to enter their contact details (company name, email address and mobile number) in the chat box of the platform. The said contact details will be saved on file for procurement invites.
2. The online platform will be opened 15 minutes prior to official start at 10:00 a.m. and participants are required to log in no later than five minutes prior to the said official start time.
3. The Public Affairs Department is the host of the meeting. We may mute/unmute audio inputs of any or all participants. Mute your mic whenever you're not speaking.
4. All participants shall use the following name format for easy identification:  
**<Company Acronym>\_<Full Name of participant>**
5. The camera should be turned off by default to preserve your Internet connection bandwidth and assure better audio. However, during the roll call, kindly turn on your camera, state the complete name of your company and your full name, so that you can be properly identified and acknowledged. The camera should again be turned off after the roll call.
6. Please refrain from asking questions during the presentation but rather type these in the chat box provided. The Secretariat shall then read each of the questions during the Q&A portion, and these will be answered by the Public Affairs Department one by one.

7. If a prospective bidder needs to further clarify or ask follow-up questions, he/she can do so by raising his/her hand. Please wait to be acknowledged before speaking. Only one (1) participant shall speak at a time.

**For In-Person Participants:**

All bidders must adhere to the following health and safety protocols:

1. A maximum of two (2) participants per bidder is allowed to join the conference.
2. Participants must wear a face mask, and observe social distancing all throughout the conduct of the activity.
3. Bidders who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature, and sneezing are advised not to proceed to the BCDA Office since they will not be allowed to enter the BCDA premises.

**The submitted proposals will be opened in the presence of the prospective bidder or its authorized representative who chooses to attend the activity. Attendance of the bidders during the Opening of the Proposals is not mandatory, but merely discretionary or optional.**

All prospective bidders are also reminded to regularly check the PhilGEPS and BCDA's website for updates, advisories, and postings of Bid Bulletin in relation to this procurement activity.

This Bid Bulletin shall be considered as an integral part of the Bidding Documents for the aforementioned Consulting Services. All provisions and statements in the Bidding Documents for the Consulting Services inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued this 14th day of November 2023.

  
**LEILANI BARLONGAY-MACASAET**  
Vice President  
Public Affairs Department

**AB2023-1009**