

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE PRODUCTION OF THE
CLARK CAMPAIGN VIDEO**

Bid Bulletin No. 02

This bid bulletin clarifies queries and questions raised during the pre-bid conference held on 29 August 2024 pertaining to the above-cited consulting services.

I. QUERIES/QUESTIONS BY THE BIDDERS

Queries/Questions raised during the Pre-bid Conference

Queries/Questions	Clarifications/Responses
1. May we ask the details on how we will pay for the bidding documents?	Bidding Documents may be acquired at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City starting 29 August 2024 to 16 September 2024, during office hours, from 8:00 AM to 5:00 PM and on 16 September 2024, on or before 9:00 AM, upon payment of an applicable fee for the Bidding Documents in the amount of Pesos: Ten Thousand and 00/100 (PhP 10,000.00).
2. Aside from the payment, are there any documents that our representative should bring?	<p>For ease of transaction, the prospective bidder may send an e-mail to the BAC-C Secretariat at bacc_sec@bcda.gov.ph indicating the date and time of purchase so that the Secretariat can provide assistance.</p> <p>If an employee/representative of the prospective bidder will purchase the Bidding Documents, on behalf of the Firm, he/she must present the following:</p> <ol style="list-style-type: none">1. Letter of Authorization from the Authorized Representative of the Firm indicating that said

	<p>employee/representative is authorized to purchase the Bidding Documents and transact on behalf of the Firm for the said Consulting Service; and</p> <p>2. Photocopy of the IDs of the Authorized Representative of the Firm and the authorized employee/representative who will purchase the Bidding Documents.</p>
<p>3. In purchasing the bidding documents, can we pay through cheque?</p>	<p>Prospective bidders are encouraged to pay via cash for ease of transaction.</p> <p>However, should the prospective bidder opt to pay via cheque, it is recommended to purchase the Bidding Documents ahead of time, or at least three (3) banking days before the deadline on 16 September 2024, to allow standard bank clearing procedures before we can release the bidding documents.</p>
<p>4. Is there a need for us to do a continuity from the previous theme of the Clark Campaign Video?</p>	<p>Continuity with the two previous Clark Campaign Videos is highly recommended and encouraged. Through this new campaign, BCDA also intends to update the business community about the progress of its current projects while presenting new business opportunities.</p>
<p>5. Are we going to retain the tagline “Clark: It Works Like A Dream” and then we’ll just build it up with the ongoing development of Clark?</p>	<p>The old videos must be connected with the new Clark Video Campaign while retaining the tagline.</p>
<p>6. Who is the target audience for the Clark Campaign Video?</p>	<p>The Clark Campaign Video's target audience is decision-makers in the business sector, with major focus on foreign direct investments, real estate, and leisure who also have interests in sustainability and national development.</p>
<p>7. Is there a requirement for</p>	<p>Celebrities or influencers may be proposed as</p>

<p>us to feature celebrities or influencers?</p>	<p>ambassadors for the Clark Campaign Video subject to the approval of BCDA. Their participation must be detailed in the prospective bidders' proposals and further explained during the oral presentation. The BAC Technical Working Group, along with the end-user and BCDA President and CEO will be part of the evaluating panel.</p>
<p>8. Will the oral presentation be done at the BCDA Office or online?</p>	<p>The oral presentation for this Project will be done in person at the BCDA Corporate Headquarters in Bonifacio Technology Center, Bonifacio Global City, Taguig City on 16 September 2024.</p>
<p>9. On the evaluation criteria, is there a bracket as to the number of years of experience of the proposed personnel? (e.g., one (1) to two (2) years will get 10%)</p>	<p>If the Consultant meets the required minimum score, they will get a rating of 14-20%.</p>
<p>10. The dedicated rating for the Financial Proposal is 15%. May we know where in the criteria for the determination of HRB it will fall?</p>	<p>The criteria consist of the Technical Proposal having an 85% weight and the Financial Proposal having a 15% weight. The highest score for the Financial Proposal will be given to the bidder with the lowest bid.</p>
<p>11. Is there a target date for the launch of the Clark Campaign Video?</p>	<p>The target date is between Quarters II and III of next year.</p>
<p>12. With regard to the actual shooting during Quarter I, would we be able to ask for assistance from BCDA in terms of permits for filming in restricted areas?</p>	<p>BCDA shall assist the consultant in securing the necessary permits for filming through proper endorsements and other correspondences.</p>



II. AMENDMENTS

<p>1. Inclusion of TPF 6A. Format of Curriculum Vitae (CV) for Proposed Professional Staff: Producer</p>	<p>Link: https://tinyurl.com/TPF6A</p>
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III. PRESENTATION FOR THE PRE-BID CONFERENCE

The presentation discussed during the Pre-bid Conference held on 29 August 2024 can be accessed using the link below:

<https://tinyurl.com/Pre-bidPptCCV>

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

IV. UPDATED SCHEDULE OF PROCUREMENT ACTIVITIES*

Activities		Time	Date	
1	Pre-bid Conference	10:00 AM	29 August 2024	
2	<u>Deadline for Requests for Clarification</u>	<u>5:00 PM</u>	<u>06 September 2024</u>	
3	<u>Issuance of Bid Bulletin</u>		<u>09 September 2024</u>	
5	<u>Deadline for Submission of Technical and Financial Proposals</u>	<u>9:00 AM</u>	<u>16 September 2024</u>	
6	<u>Opening and Preliminary Examination of Technical Proposals</u>	<u>10:00 AM</u>	<u>16 September 2024</u>	
7	<u>Evaluation of Technical Proposals</u>		<u>17 September 2024</u>	<u>24 September 2024</u>



Activities		Time	Date	
9	<u>Notification/Invitation for Opening of Financial Proposals</u>		<u>24 September 2024</u>	
10	<u>Opening of Financial Proposals</u>	<u>10:00 AM</u>	<u>26 September 2024</u>	
11	<u>Evaluation of Financial Proposals</u>		<u>26 September 2024</u>	<u>30 September 2024</u>
12	<u>Notification of HRB/SRB on Negotiation</u>		<u>07 October 2024</u>	

* *subject to change*

V. 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 Technical Proposal Forms:

Technical Proposal Forms	Duly signed by the Authorized Representative	Duly Notarized
• TPF 1 - Technical Proposal Submission Form	✓	✓
• Bid Security (Bid Securing Declaration Form)	✓	✓
• TPF 2 - Consultant's References	✓	
• TPF 3 - Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity	✓	
• TPF 4 - Description of the Methodology and Work Plan for Performing the Project	✓	
• TPF 5 - Team Composition and Task	✓	
• TPF 6A to 6D - CV for Proposed Professional Staff	✓ (should also be duly signed by the nominated Key Personnel)	✓
• TPF 7 - Time Schedule for Professional Staff	✓	
• TPF 8 - Activity (Work) Schedule	✓	
• Omnibus Sworn Statement	✓	✓



• Secretary's Certificate/Special Power of Attorney	✓	✓
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For the Financial Proposal Forms:

Financial Proposal Forms	Duly signed by the Authorized Representative	Duly Notarized
• FPF 1 - Financial Proposal Submission Form	✓	✓
• FPF 2 - Summary of Costs	✓	
• FPF 3 - Breakdown of Price per Activity	✓	
• FPF 4 - Breakdown of Remuneration per Activity	✓	
• FPF 6 - Miscellaneous Expenses	✓	

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 Technical and Financial Proposals.** The Technical and Financial Proposals must be duly received by the BAC-C Secretariat through manual/physical submission at the Bases Conversion and Development Authority (BCDA) located at the 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 16 September 2024, Monday**. Late submission of Technical and Financial Proposals shall not be accepted. The bidder/s may submit their Technical and Financial Proposals before the deadline for the submission of bids to avoid late submission.

The complete set of bidding documents may be acquired by eligible bidder/s on the dates and from the address given above and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Pesos: Ten Thousand and 00/100 (Php 10,000.00)**.



It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the BCDA website (www.bcda.gov.ph), provided that the eligible bidder shall pay the applicable fee for the Bidding Documents not later than the submission of their bids. The editable Technical and Financial Proposals may be downloaded using the link below:

<https://tinyurl.com/BidDocsCCV>

Please be reminded that the reference time that will be followed shall be the computer system clock at the **BCDA Central Receiving and Releasing Area (CRRA)**, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City. The bidder/s is/are advised to synchronize their timepieces therewith.

- c. **Opening of and Preliminary Examination of Technical Proposals.** Opening and Preliminary Examination of Technical Proposals shall be at **10:00 AM, 16 September 2024, Monday** 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/OpenTech-CCV>

Meeting ID: 979 1385 1704

Passcode: 901514

For Online Participants:

1. Online participants will be requested to register to be admitted on the call.
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 BAC-C Secretariat 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 BAC-C one by one.
7. If a prospective bidder needs to further clarify or ask follow-up questions, they can do so by raising their hand. Please wait to be acknowledged before speaking. Only one (1) participant shall speak at a time.

Technical and Financial 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 Technical and Financial 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 afore-cited 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 9th day of September 2024.


ATTY. GISELA Z. KALALO
Chairperson
Bids and Awards Committee for Consulting Services