

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE BCDA STRATEGIC COMMUNICATIONS AND DEVELOPMENTAL ADVOCACY PROGRAM**

**Bid Bulletin No. 01**

This Bid Bulletin clarifies the queries/questions raised during the Pre-eligibility Conference held on 03 October 2024 pertaining to the above-cited consulting services.

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

Queries/Questions	Clarifications/Responses
1. Do Curricula Vitae (CVs) require notarization?	<b>First Stage.</b> For purposes of submitting the eligibility documents on 16 October 2024, the CVs are not yet required to be notarized.  <b>Second Stage.</b> Once shortlisted and the bidder submits its Technical Proposal, the CVs included therein must be notarized.
2. Are wet signatures required in the CVs? Are e-signatures acceptable?	Electronic signatures are acceptable, but wet signatures are preferred.
3. Is six months the duration of the contract?	This Project will be implemented within six (6) months from the date of the actual receipt of the Notice to Proceed (NTP) by the winning bidder.
4. How many weeks or months will it take to craft the actual communication plan?	Crafting the communication plan should begin in the second stage of the procurement process or after passing the eligibility stage. Please note that the proposed communication plan, which forms part of the technical proposal, should be deemed final and ready for implementation once awarded. All information on BCDA, its leadership, programs, projects, plans, accomplishments, and issues, are available on the BCDA website and the internet.

	During the pre-bid conference, BCDA will provide a briefer to help prospective bidders in crafting the proposed communication plan. The procurement schedule will be provided to eligible bidders.
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## II. AMENDED CHECKLIST AND TABBING OF TECHNICAL AND FINANCIAL PROPOSAL

For the Technical Proposal Forms:

Tab	Technical Proposal Forms	Duly signed by the Authorized Representative	Duly Notarized
1	TPF 1 - Technical Proposal Submission Form	●	●
2	Bid Security (Bid Securing Declaration Form)	●	●
3	TPF 2 - Consultant's References	●	
4	TPF 3 - Comments and Suggestions of Consultant on the Terms of Reference		
5	TPF 4 - Description of the Methodology and Work Plan for Performing the Project		
6	TPF 5 - Team Composition and Task	●	
7	Curriculum Vitae for each of the following nominated key staff:		
7.a	TPF 6A - Chief Campaign Adviser	● (should also be duly signed by the nominated Key Personnel)	●
7.b	TPF 6B - Executive Crisis/Communication Director	● (should also be duly signed by the nominated	●

		Key Personnel	
7.c	TPF 6C - Campaign Managing Director	● (should also be duly signed by the nominated Key Personnel	●
8	TPF 7 - Time Schedule for Professional Staff	●	
9	TPF 8 - Activity (Work) Schedule	●	
10	Overall Communication Plan		
11	Electronic file of the Corporate Profile		
12	Electronic file of the presentation		
13	Form of Contract Agreement		
14	Omnibus Sworn Statement (Revised)	●	●
15	Bid Securing Declaration Form	●	●
16	Secretary's Certificate	●	●
17	Special Power of Attorney	●	●

For the Financial Proposal Forms:

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

### III. PRESENTATION FOR THE PRE-ELIGIBILITY CONFERENCE

The presentation discussed during the Pre-eligibility Conference held on 03 October 2024 can be accessed using the link below:

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

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. SCHEDULE OF PROCUREMENT ACTIVITIES\*

Activities		Time	Date	
1	Deadline for Requests for Clarification	5:00 PM	06 October 2024	
2	Issuance of Bid Bulletin in response to the Clarifications		09 October 2024	
3	Deadline for Submission of Eligibility Documents	9:00 AM	16 October 2024	
4	Opening of Eligibility Documents and Eligibility Check	10:00 AM	16 October 2024	
5	Eligibility Check and Shortlisting		17 October 2024	23 October 2024
6	Notification on the Results of Eligibility Check and Shortlisting		29 October 2024	

*\*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 Eligibility Forms:

### CHECKLIST AND TABBING OF ELIGIBILITY DOCUMENTS

Tab No.	Form No.	Description	Duly Signed by the Authorized Representative	Duly Notarized
1	EF 1	Eligibility Submission Form	●	
2	-	PhilGEPS Certificate of Registration under Platinum Membership (all pages) pursuant to Section 8.5.2 of the 2016 revised IRR.		

3	EF 2	<i>Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started as well as contracts where works have been completed but not yet accepted for the past 5 years</i>	●	
4a	EF 3A	<i>Summary of Completed Projects for the Past 5 Years</i> (All completed government and private contracts)	●	
4b	EF 3B	<i>Summary of Ongoing Projects</i> (All ongoing government and private contracts, including contracts awarded but not yet started as well as contracts where works have been completed but not yet accepted)	●	
4c	EF3C	<i>Summary of Pertinent Awards Received in the last 5 years</i> (Relevant awards received by the firm from reputable award-giving bodies)		
5	EF 4	Consultant's References	●	
6	EF 5	Summary of Curriculum Vitae	●	
7	-	Curriculum Vitae for each of the following nominated key staff:		
7a	EF 6A	Chief Campaign Adviser	●	
7b	EF 6B	Executive Crisis/Communication Director	●	
7c	EF 6C	Managing Campaign Director	●	
8	EF7	Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals and of Availability for the Duration of the Project	●	

9		<p>Class "B" Document (if the bid is a joint venture)</p> <p>An executed Joint Venture Agreement (JVA) between parties, for joint venture. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid.</p> <p>Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.</p>	●	●
10	-	Secretary's Certificate / Special Power of Attorney	●	●

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

**b. Deadline for Submission of Eligibility Documents.**

The Eligibility Documents must be duly received by the BAC-C Secretariat through manual/physical submission 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, **on or before 09:00 AM of 16 October 2024**. Late submission of Eligibility Documents shall not be accepted. The prospective bidders may submit their Eligibility Documents before the deadline for submission of bids to avoid late submission. The editable eligibility forms may be downloaded using the link below:

<https://tinyurl.com/Efs-SCDAP>

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 prospective bidders are advised to synchronize their timepieces therewith.

**c. Opening of Eligibility Documents and Eligibility Check.**

Opening of Eligibility Documents and Eligibility Check shall be on **16 October 2024, 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/OpenElig-SCDAP>

**Meeting ID: 962 7622 2394**

**Passcode: 737284**

**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 AM 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.

**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. Bidders who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature, and sneezing are required to wear mask within the BCDA premises.

**Eligibility Documents 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 Eligibility Documents 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 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 October 2024.

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

