

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE PRODUCTION OF THE  
BCDA ANNUAL REPORT**

**Bid Bulletin No. 01**

This Bid Bulletin clarifies the queries/questions raised during the Pre-eligibility Conference held on 02 October 2024 pertaining to the above-cited consulting services.

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

Queries/Questions	Clarifications/Responses
1. In the submission of the annual report entry to communication awards, which award-giving body do you prefer to submit an entry? What would be the process?	We will require the prospective consultant to prepare/package a write up for at least one (1) entry for either Quill or Stevies.  The BCDA Public Affairs Department will source the questions from their respective official websites, so the consultant will have a reference in aid of their entry preparation.
2. What will be the deliverable of the consultant regarding the submission of entries to communication awards? Shall the end user pay the entry fee?	The main deliverable of the prospective consultant is to package the annual report into a narrative format (written), which will be submitted to the chosen award-giving body. The BCDA shall pay corresponding entry fees.
3. Is it a requirement to purchase the bidding documents upon the submission of the eligibility documents?	During the eligibility stage, the prospective bidder can download the eligibility documents free of charge. You may download the editable file of the eligibility documents in this link:  <a href="https://tinyurl.com/EFs-PAR">https://tinyurl.com/EFs-PAR</a>  Once the bidder is shortlisted, the bidder shall purchase the bidding documents for Stage 2 - Technical and Financial Proposals.

<p>4. We have two companies. One is registered here in the Philippines, and one is registered in the United Arab Emirates (UAE). But the majority of our expertise when it comes to publication is with our UAE company.</p> <p>I understand, based on the Terms of Reference (TOR), that you also accept bidders from other countries. I would like to clarify and confirm that.</p>	<p>Yes. Per Appendix 9 (<i>Guidelines in the Determination of Consultants to Participate in Government Procurement Projects</i>) of the RIRR of RA 9184, and as reiterated in GPPB NPM No. 008-2015, foreign consultants may be hired in the event Filipino consultants do not have the sufficient expertise and capability to render the services required under the project, as determined by the HoPE subject to the submission of the documents in accordance with Section 37.1.4(a)(iii), to wit:</p> <p>(a) SEC Certificate of Registration of the foreign corporation, or the SEC Certificate of Registration of the foreign consulting firm, and</p> <p>(b) authority or license from the appropriate government agency or professional regulatory body of the foreign professionals engaging in the practice of regulated professions and allied professions, (if the types and fields of consulting services involve the practice of regulated professions)</p>
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**II. AMENDED CHECKLIST AND TABBING OF ELIGIBILITY DOCUMENTS**

Kindly see underlined items (Inclusion of Tab #9).

From (as advertised)			To (as revised)		
Tab #	Form No.	Description	Tab #	Form No.	Description
1	EF 1	Eligibility Documents Submission Form	1	EF 1	Eligibility Documents Submission Form
2		PhilGEPS Certificate of Registration under Platinum Membership (all pages) pursuant to Section 8.5.2 of the 2016 revised IRR.  In case of a recently expired Mayor's permit, the official receipt for	2		PhilGEPS Certificate of Registration under Platinum Membership (all pages) pursuant to Section 8.5.2 of the 2016 revised IRR.

		renewal within the period prescribed by the concerned local government unit and the recently expired Mayor's permit shall be submitted.			In case of a 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.
3	EF 2	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 3 years.	3	EF 2	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 3 years.
4		Summary of projects	4a	EF 3A	Summary of completed projects for the past 3 years (all completed government and private contracts)
4a	EF 3A	Summary of completed projects for the past 3 years (all completed government and private contracts)	4b	EF 3B	Summary of ongoing projects for the past 3 years (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)
4b	EF 3B	Summary of ongoing projects for the past 3 years (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)	5	EF 4	Consultant's References
5	EF 4	Consultant's References	6	EF 5	Summary of CVs
6	EF 5	Summary of CVs	7		Curriculum Vitae for each of the following nominated key staff:
7		Curriculum Vitae for each of the following nominated key staff:	7a	EF 6A	Account Manager
7a	EF 6A	Account Manager	7b	EF 6B	Creative Director
7b	EF 6B	Creative Director	7c	EF 6C	Managing Editor/Senior Writer
7c	EF 6C	Managing Editor/Senior Writer	7d	EF 6D	Photographer
7d	EF 6D	Photographer	8	EF 7	Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals and of
8	EF 7	Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals and of			Curriculum Vitae for each of the following nominated key staff:

		Availability for the duration of the Project			Availability for the duration of the Project
9		Class "B" Document (if the bid is a joint venture) 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.  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.	9		<u>Secretary's Certificate/Special Power of Attorney</u>
			10		<u>Class "B" Document (if the bid is a joint venture)</u> <u>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.</u>  <u>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.</u>

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

The presentation discussed during the Pre-eligibility Conference held on 02 October 2024 can be accessed using the link below:

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

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	05 October 2024	
2	Issuance of Bid Bulletin in response to the Clarifications		08 October 2024	
3	Deadline for Submission of Eligibility Documents	9:00 AM	15 October 2024	
4	Opening of Eligibility Documents and Eligibility Check	10:00 AM	15 October 2024	
5	Eligibility Check and Shortlisting		16 October 2024	22 October 2024
6	Notification on the Results of Eligibility Check and Shortlisting		25 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.
- Only training supported with proofs shall be considered for evaluation.
  - 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>	●	
4.a	EF 3A	<i>Summary of Completed Projects for the Past 5 Years</i> (All completed government and private contracts)	●	
4.b	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)	●	
5	EF 4	Consultant's References	●	
6	EF 5	Summary of Curriculum Vitae	●	
	-	Curriculum Vitae for each of the following nominated key staff:		
7.a	EF 6A	Account Manager	●	
7.b	EF 6B	Creative Director	●	
7.c	EF 6C	Managing Editor/Senior Writer	●	
7.d	EF 6D	Photographer	●	

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	-	Secretary's Certificate / Special Power of Attorney	●	●
10	-	<p><b><u>Class "B" Document (if the bid is a joint venture)</u></b>  <b><u>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.</u></b></p> <p><b><u>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.</u></b></p>	●	●

*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 15 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-PAR>

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 **15 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-AR>

**Meeting ID: 987 0138 6779**

**Passcode: 691602**

**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 8th day of October 2024.

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

