

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE MEDIA PLANNING AND
GLOBAL PLACEMENT FOR CLARK**

Bid Bulletin No. 03

This bid bulletin clarifies queries and questions raised during the pre-bid conference held on 15 November 2024 and written clarifications received through email pertaining to the above-cited consulting services.

I. QUERIES/QUESTIONS BY THE BIDDERS

The BAC-C did not receive any queries and questions from the prospective bidder, Touch XDA, Inc., during the pre-bid conference nor any written clarifications which was due on 17 November 2024.

II. PRESENTATION FOR THE PRE-BID CONFERENCE

The presentation discussed during the Pre-bid Conference held on 15 November 2024 can be accessed using the link below:

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

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.

III. SCHEDULE OF PROCUREMENT ACTIVITIES*

	Activities	Time	Date
1	Pre-bid Conference	10:00 AM	15 November 2024
2	Deadline for Requests for Clarification	5:00 PM	17 November 2024
3	Issuance of Bid Bulletin in response to requests for clarifications		20 November 2024
5	Deadline for Submission of Technical and Financial	9:00 AM	27 November 2024

Activities		Time	Date	
	Proposals			
6	Opening and Preliminary Examination of Technical Proposals	10:00 AM	27 November 2024	
7	Oral Presentation	3:00 PM	27 November 2024	
7	Evaluation of Technical Proposals		28 November 2024	03 December 2024
9	Notification/Invitation for Opening of Financial Proposals		06 December 2024	
10	Opening of Financial Proposals	02:00 PM	09 December 2024	
11	Evaluation of Financial Proposals		09 December 2024	11 December 2024
12	Notification of HRB/SRB on Negotiation		11 December 2024	

* 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. The Consultant shall not propose any professional and support staff deployed in the ongoing projects of BCDA. Failure to meet this requirement shall be a ground for disqualification.
7. Actual experience shall meet the required minimum experience and qualification indicated in the Bid Data Sheet and Terms of Reference.
 - Properly state the inclusive dates (format: MM/DD/YYYY)
 - Include all relevant experience
8. The BAC-C expects the bidders to exercise due diligence in going through the Bidding Documents to be able to prepare it intelligently.
9. BCDA shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked Bidding Documents, or for its premature opening.
10. BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the bidder out of the data furnished by BCDA in relation to this bidding. The Bidder shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all the Bid Documents and its amendments.
11. 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	✓	✓

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	✓	
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12. As part of the Technical Proposal, the Consultant shall submit to BCDA the following:

- Company Profile (including list of previous clients, projects handled, among others);
- Portfolio, sample of works and awards received related to media and marketing campaign;
- Electronic file of Technical Proposal in a USB flash drive; and
- Detailed media campaign plan with placements in international digital/online platforms.

The Consultant shall make an oral presentation of the detailed media campaign plan with placements in international digital/online platforms. The corporate profile of the Consultant is required as part of the evaluation.

13. 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 27 November 2024, Wednesday.** 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 (Php10,000.00).**

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://tinivurl.com/BFs-MPGPC>

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, 27 November 2024, Wednesday** 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-MPGPC>

Meeting ID: 942 2986 2683

Passcode: 927090

- d. **Oral Presentation.** The Oral presentation of the Technical Proposals shall be at **03:00 PM, 27 November 2024, Wednesday** 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-MPGPC>

Meeting ID: 942 2986 2683

Passcode: 927090

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 time 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 20th day of November 2024.


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