

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE PRODUCTION OF THE
BCDA 2024 ANNUAL REPORT**

Bid Bulletin No. 01

This Bid Bulletin contains reminders regarding the Pre-eligibility Conference held on 07 February 2025 pertaining to the above-cited Consulting Services.

I. QUERIES/QUESTIONS BY THE PROSPECTIVE BIDDERS

The BAC-C did not receive any queries and questions from the prospective bidders during the pre-eligibility conference nor any written clarifications, which was due on 11 February 2025, at 05:00 PM.

II. PRESENTATION FOR THE PRE-ELIGIBILITY CONFERENCE

The presentation discussed during the Pre-eligibility Conference held on 07 February 2025 can be accessed using the link below:

<https://tinyurl.com/Pre-eligC-AR-Pres>

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. REVISED SCHEDULE OF PROCUREMENT ACTIVITIES*

Activities		From	To
		Date/Schedule	Date/Schedule
1	Determination of Shortlisted Bidders	25 February 2025	<u>24 February 2025</u>
2	Notification on the Results of Eligibility Check and Shortlisting	27 February 2025	<u>26 February 2025</u>
3	Pre-bid Conference	07 March 2025	<u>05 March 2025</u> <u>10:00 AM</u>

**Subject to change*

IV. OTHER CLARIFICATION/S

Bidders who are sole proprietors shall include ALL copies of its previous Department of Trade and Industry (DTI) Certificates as part of the eligibility documents submission, to establish the length of their industry experience from registration. Please include the DTI certificate alongside the PhilGEPS Certificate of Registration in Tab No. 2. Failure to establish the minimum required length of industry experience is a ground for disqualification.

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>	●	
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><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></p> <p><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></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 21 February 2025**. 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/Forms-AR>

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 **21 February 2025, 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-AReport>

Meeting ID: 821 3934 3559

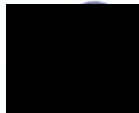
Passcode: 467247

Eligibility Documents will be opened in the presence of the prospective bidder or its authorized representative who chooses to attend the activity. The prospective bidders are highly encouraged to attend onsite during the opening of the Eligibility Documents.

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 14th day of February 2025.



ENGR. RICHARD BRIAN M. CEPE

Vice Chairperson

Bids and Awards Committee for Consulting Services

