

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. 2

This bid bulletin clarifies queries/questions in relation to the pre-bid conference held on 05 March 2025 pertaining to the above-cited consulting services.

I. QUERIES/QUESTIONS BY THE BIDDERS

Queries/Questions	Clarifications/Responses
We are seeking clarification regarding the submission of the technical proposal. It is our understanding that based on your Bid Data Sheet item 21.2, the date and time of the Opening and Preliminary Examination of Technical Proposals is on March 21, 2025 at 10:00 AM. As such, we would like to ask for an extension period regarding the submission of the technical proposal for the BCDA 2024 Annual Report on March 17, 2025, Monday. As a design agency committed to delivering high quality outputs, we would need a sufficient amount of time to develop thoughtful concepts and impactful designs. This will help us refine our concepts and deliver outputs that meet BCDA's standards, the extended time will be greatly appreciated on our part.	Please see the revised schedule below.

II. PRESENTATION FOR THE PRE-BID CONFERENCE

The presentation discussed during the Pre-bid Conference held on 05 March 2025 can be accessed using the link below:

<https://tinyurl.com/Pres-Pre-bidC-AR2024>

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	05 March 2025	
2	Deadline for Requests for Clarification	5:00 PM	11 March 2025	
3	Issuance of Bid Bulletin		14 March 2025	
5	Deadline for Submission of Technical and Financial Proposals	9:00 AM	21 March 2025	
6	Opening and Preliminary Examination of Technical Proposals and Oral Presentation	10:00 AM	21 March 2025	
7	Evaluation of Technical Proposals		22 March 2025	24 March 2025
9	Notification/Invitation for Opening of Financial Proposals		25 March 2025	
10	Opening of Financial Proposals	10:00 AM	28 March 2025	
11	Evaluation of Financial Proposals		28 March 2025	31 March 2025

Activities		Time	Date
12	Notification of HRB/SRB on Negotiation		01 April 2025

* *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	✓	✓
• Two (2) proposed concepts and themes for the BCDA 2024 Annual Report		
• Two (2) copywriting samples on the overall concept design (theme and rationale)		
• Two (2) copywriting samples of published works of the managing editor/senior writer		
• Electronic file of the Corporate Profile		
• Electronic file of the presentation		
• Portfolio of the Photographer and list of equipment		

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	✓	

12. 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 21 March 2025, Friday.** 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: Five Thousand and 00/100 (Php 5,000.00).**

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/BForms-AR2024>

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, 21 March 2025, Friday**, at the BCDA Office, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City.

Technical and Financial Proposals will be opened in the presence of the prospective bidder or its authorized representative who chooses to attend the activity. The bidders are highly encouraged to attend onsite during the opening of the Technical Proposals and Oral Presentation.

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 10th day of March 2025.



ENGR. RICHARD BRIAN M. CEPE
Vice Chairperson
Bids and Awards Committee for Consulting Services

