

Bids and Awards Committee for Goods (BAC-G)

**PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR THE CONDUCT OF THE
PROPERTY INVESTMENT AND EXHIBITION SUMMIT (PIES)**

BID BULLETIN NO. 2

This Bid Bulletin clarifies the queries raised during the Pre-bid Conference on **27 March 2025** at **10:00 AM** and other matters related to the above Project.

A. QUERIES/QUESTIONS FROM THE PROSPECTIVE BIDDERS

QUERY	CLARIFICATION
1. Request of the prospective bidders for a copy of the project briefer presented during the Pre-Bid Conference.	The prospective bidders may refer to the project briefer attached to the bid bulletin. (Annex "A")
2. Clarification on the preferred date and time of the conduct of the Property Investment and Exhibition Summit (PIES).	The prospective bidders must be guided with the tentative schedule of the event in the first or second week of July 2025.
3. Clarification on the preferred venue for the conduct of the Property Investment and Exhibition Summit (PIES).	The prospective bidders must be guided with the preferred venue for the event which is accredited by the Department of Tourism and is located within the following locations: <ul style="list-style-type: none">• Bonifacio Global City, Taguig City; and• Makati City
4. Clarification on the date of the issuance of the Notice to Proceed, since the reservation of the venue, either a 4 or 5 star hotel requires 2 months prior to the date of the event.	The prospective bidders must be guided with any changes in the schedule of the event, subject to the availability of the venue.
5. Whether the prospective bidders must include the portfolio or profile of the host in their bid submission?	The prospective bidders are not required to include the portfolio or profile of the host in their bid submission, but are not prohibited from including it.
6. Clarification on the inclusion of the Curriculum Vitae of the production team composed of the following personnel in the bid proposal:	The prospective bidders must include the Curriculum Vitae of all the personnel of the production team in their bid submission. (Annex "B")

<ul style="list-style-type: none"> • Event Manager • Program Director • Account Manager • Social Media Manager 	
7. Whether the prospective bidders must include the design and layout of the event venue in their bid submission?	The prospective bidders are not required to include the design and layout of the event venue in their bid submission.
8. Whether the prospective bidders must include a sample of the tokens and giveaways in their bid submission?	<p>The prospective bidders must be guided that they are not required to provide actual samples of the tokens and giveaways in their bid submission.</p> <p>However, the prospective bidders may include the designs of the tokens and giveaways in their proposal.</p>

B. OTHER CLARIFICATIONS

List of Attachments:

[Annex A - End-User's Presentation during the Pre-Bid Conference on 27 March 2025](#)

[Annex B - Curriculum Vitae format](#)

[Annex C - Checklist of Requirements](#)

C. Please take note of the following schedule:

ACTIVITIES	DATE/SCHEDULE
Deadline of Submission and Receipt of Bids	9:00 AM, 10 April 2025 (Thursday)
Opening of Bids	10:00 AM, 10 April 2025 (Thursday)

The above changes further amend the bidding documents accordingly. **The Submission and Opening of Bids will be conducted face-to-face at the BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City.** Alternatively, bidders may opt to attend online via Zoom. The meeting link will be provided upon request by the prospective bidders to the BAC-G Secretariat through the email address bacgsecretariat@bcda.gov.ph.

For those attending in person, please consider the following guidelines:

- Attendees to the Pre-bid Conference and Opening of Bids are expected to follow the BCDA Health protocols; and
- Observers/representatives who show signs of FLU related symptoms are advised to attend online and will not be allowed to enter the BCDA premises.

This Bid Bulletin is being issued pursuant to Sections 22.5.2 and 22.5.3 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Issued on **03 April 2025 (Thursday)** in Taguig City.

BIDS AND AWARDS COMMITTEE FOR GOODS

By:

ENGR. MARK P. TORRES
Chairperson

“ANNEX A”

PROCUREMENT OF SERVICE PROVIDER FOR THE CONDUCT OF PROPERTY INVESTMENT & EXHIBITION SUMMIT (PIES)

Pre-Bidding Conference
27 March 2025

Background of the Project

The Property Investment and Exhibition Summit (PIES) is one of the flagship events led by the Investment Promotion and Marketing Department (IPMD). This premier gathering serves as a platform to showcase BCDA's milestones, groundbreaking initiatives, and ambitious future plans.

The summit will also feature major announcements and investment opportunities, designed to attract businesses and investors looking to establish their presence with BCDA.

Objectives of the Project

The service provider shall be in charge of identifying and inviting participants (including speakers and panelist) to the event.

- To convene private companies, organizations, and government agencies to present key milestones and opportunities.
- To drive education and awareness on BCDA's strategic initiatives and the benefits of investing in its developments.
- To foster strategic engagement between stakeholders to encourage collaboration, partnerships, and long-term investments.

Target Audience

The event aims to invite at least 300 participants from the following:

1. Private development partners refer to private companies that have ongoing and previous business contracts with BCDA and its subsidiaries;
2. Government partners refers to government agencies and institutional partners;
3. Foreign Embassies with Offices in the Philippines; and,
4. Private local and foreign corporations, investors, locators, trade and commerce associations, diplomatic officials, and other private companies.

Approved Budget of the Contract (ABC)

The ABC is **Four Million Nine Hundred Thousand Pesos (Php 4,900,000.00)** inclusive of all applicable taxes, fees and incidental charges.

Bids received in excess of the ABC shall be automatically disqualified.

5

Scope of Work and Deliverables

A. Inception

1. **Conduct of preliminary meeting** - discuss and coordinate the specific venue requirements, schedule, and other relevant details
2. **Submission of proposal** - this document must reflect what was transpired during the preliminary meeting including details of the pre-event, actual event, and post-event activities.

6



Scope of Work and Deliverables *(cont.)*

B. Pre-event Preparatory Requirements

1. Submission of the signed value contract and summary list for event logistical requirements
2. Submission of pre-event materials, including:
 - a. design, dissemination, confirmation of invitation letters
 - b. concept, design, and production of audio-visual presentations (AVPs), promotional materials (ppt, brochures, flyers, pull-up banners and digital posters)
 - c. concept, design, and procurement of the VIP tokens
 - d. script, narrative, and/or talking points, as needed

Scope of Work and Deliverables *(cont.)*

C. Event Proper Requirements

1. Registration and conduct of the program proper
 - a. facilitate the registration of the actual participants
 - b. at least ten (10) staff are assigned in tech area, registration area, and serve as liaison officers during the event
 - c. provide all needed additional manpower
2. Program flow
 - a. provision of MC/host
 - b. facilitate and collection of feedback form, following the provided template
3. Documentation of Event (video and photo recordings, SDE)

Scope of Work and Deliverables *(cont.)*

D. Post-event Requirements

1. Submission of event documentation report, to be approved by the end-user:
 - a. post-activity report - must be submitted within fourteen (14) days after the event
 - b. complete attendance sheet and feedback forms
 - c. all raw materials, photos, and video documentation including SDE, fourteen (14) days after the event
2. Others
 - a. Turn-over of electronic files of all final artworks, in an SSD external hard drive
 - b. Explore and secure potential partnerships, as may be necessary

8

Scope of Work and Deliverables *(cont.)*

E. Others Deliverables

The service provider shall provide all requirements based on the Annex A (Events Requirements) to be approved by the end-user.

10

8

Timeline, Deliverables, & Payment Scheme

All deliverables as described in the scope of services should be delivered and completed within six (6) months from the receipt of the Notice to Proceed (NTP).

Any possible changes in the timeline of activities shall be subject to discussion and agreement between the service provider and end-user.

11

Timeline, Deliverables, & Payment Scheme

Subject to the submission and acceptance of progress reports, BCDA shall make payments in accordance with the following payment scheme or schedule:

Schedule of Deliverables	Percentage Payment
Upon the approval of the proposal	15% of the total contract price
Upon reservation/confirmation of the venue and event suppliers	40% of the total contract price
After the conduct of the event	30% of the total contract price
Upon completion & acceptance of the post-event/turn-over report	15% of the total contract price
TOTAL	100%

12

Minimum Qualifications of the Bidder

1. Business Experience

The service provider should have at least 5 years of experience in the field of Event Management e.g. organization of corporate events, networking, and partnership events, thought leadership summit, and hackathons, among others.

13

Minimum Qualifications of the Bidder (cont')

2. The Service Provider must have completed a single contract that is similar to this Project, equivalent to at least 50% of the ABC.

For this purpose, contracts similar to the Project shall be:

- Events Management Service to any client, either private or government, similar to the following:
 - Investment summit/forum
 - Trade shows & expos
 - B2B networking events
 - Annual general meetings
- These must have been completed within the last 5 years prior to the deadline for the submission and receipt of bids.

14

8

Minimum Qualifications of the Bidder (cont')

3. The Service Provider must submit the CV of team members along with the submission of the bidding documents. Each team member must have a minimum of 2 years of relevant experience:

- Event Manager
- Program Director
- Account Manager
- Social Media Manager

35

Cancellation / Postponement of the Event

If there is a change in plans, such as cancellation or postponement of the event, the Service Provider shall take reasonable steps to reschedule/rebook the event and/or make alternative arrangements.

Any penalties or fees arising from such cancellation or postponement shall be assessed in accordance with the prevailing industry standards.

36

8

Ownership

ALL MATERIALS developed, produced, crafted, and used (creative event concepts that are original, raw, edited, etc.) under this contracted-out service delivery **shall be owned by the BCDA with all copyright and other intellectual property rights** associated with the deliverables, with respect to their potential use both in the Philippines and internationally, with the exemption of the devices and equipment that are included in the attested list of devices and equipment used for pre-production, production, and post-production as submitted by the Service Provider.

17

Term and Effectivity of Contract Duration

The Contract shall take effect upon the actual receipt thereof by the Service Provider of the Notice to Proceed (NTP) and shall remain in force and in effect for a period of **six (6) months**.

The timetable includes the inception/conceptualization until the submission of the Service Provider of an accomplishment report, final artworks, post-event reports, and issuance of a certificate of completion by BCDA.

18

8

Expected Outputs

The service provider shall provide the following documents:

1. Conduct preliminary meeting
2. Submission of Proposal Report
3. Submission of Pre-event Preparatory Requirements
4. Event Proper Requirements
5. Submission of Post-event Requirements within 14 days after the event:
 - a. Summary Report
 - b. Attendance Sheet
 - c. Feedback Forms
 - d. Raw materials and final artworks
 - e. Photo and video documentation, highlights, including SDE

19

Requirements/Deliverables

- A. Event Proper
 - o Event Venue that can accommodate 300 persons (*must be accredited by DOT*)
 - o Two (2) Conference rooms to serve as meeting/holding room for VVIP and secretariat room
 - o Meals for the organizing committee
 - o Meals (PM snacks, dinner, and cocktails) for 300 persons
- B. Marketing Promotional Materials
- C. Event Documentation Templates
- D. Post Event Template

20

8

TOR Annexes

[Annex A - Event Requirements](#)

[Annex B - Marketing Promotional Materials Requirements](#)

[Annex C - Event Documentation Templates](#)

[Annex D - Post Event Template](#)

23



LED backdrop & lights



Conference setup



Vertical LEDs



Meeting room setup

24

Thank you!

“ANNEX B”

SUMMARY OF CURRICULUM VITAE

Procurement of Service Provider for the Conduct of Property Investment & Exhibition Summit (PIES)

No.	Name of Key Staff	Nominated Position	Registered Profession ¹	License/Registration Number (where applicable)	Highest Educational Attainment ²	No. of Trainings Relevant to Profession ³	Overall Work Experience ⁴	Number of Projects Undertaken related to Video Production
1		Event Manager						
2		Program Director						
3		Account Manager						
4		Social Media Manager						

Certified by:

[Signature over printed name of Authorized Representative of the Firm/JV/Consortium (in case of JV/Consortium)]

[Title]

[Date]

¹ Provide proof of professional registration as part of the Proposed Staffs' CV.

² Provide proof of highest educational attainment as part of the Proposed Staffs' CVs.

³ Provide proof of trainings undertaken as part of the Proposed Staffs' CV.

⁴ State number of years.

82.

EF 6A. FORMAT OF CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF
Procurement of Service Provider for the Conduct of Property Investment & Exhibition Summit (PIES)

Proposed Position: **Event Manager**

Name of Firm/Entity/JV/Consortium: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____ Nationality: _____

Years with Firm/Entity: _____ years from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm/Entity: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

College/University	Degree/Title Obtained	Inclusive Dates*	
		From (MM/DD/YYYY)	To (MM/DD/YYYY)

Attach the applicable supporting documents (e.g., diploma, Transcript of Records)

* Complete the details of the inclusive dates (month, day, and year)

Trainings/Seminars

[Summarize the relevant trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]

Title/ Description	Conducted by	Inclusive Dates*		No. of Hour/s	Venue	Involvement <i>(Such as participant, speaker or trainer)</i>
		From <i>(MM/DD/YYYY)</i>	To <i>(MM/DD/YYYY)</i>			
Trainings relevant to the nominated position						
(latest/most recent)						
(previous)						

Attach the applicable supporting documents (e.g., Certificate of Attendance / Participation, Certificate of Recognition / Appreciation)

8

* Complete the details of the inclusive dates (month, day, and year)

Memberships in Professional Regulatory Body

[Give an outline of all memberships in PRC using the matrix below, put N/A if not applicable]

Name of Profession	Name of Professional Regulatory Body (please do not abbreviate)	Date of Registration* (MM/DD/YYYY)	License/Registration Number	Validity Date* (MM/DD/YYYY)

Attach the applicable supporting documents (e.g., proof of registration, application for renewal with proof of payment)

* Complete the details of the registration and validity dates (month, day and year)

Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Society/Commission	Date of Conferment/Registration* (MM/DD/YYYY)	License/Professional Number	Validity Date* (MM/DD/YYYY)

Attach the applicable supporting documents (e.g., proof of registration, application for renewal with proof of payment)

* Complete the details of the registration and validity dates (month, day and year)

Projects Undertaken/Completed

[Provide outline of projects undertaken using the matrix below]

Title/ Description	Type of Project/Contract (TVC, AVP, Corporate Ad, Film, TV Series, etc.)	Client	Position and Description of the Nature of Work/ Engagement in the project (whether full-time, part-time, principal/key team member as a producer/director/scriptwriter, consultant, subcontractor, support staff, etc.)	Start Date** (MM/DD/YYYY)	Completion Date** (MM/DD/YYYY)
Corporate Events (start with the latest/most recent)					
Corporate Events (start with the latest/most recent)					

Other types of project/contract (please specify) (start with the latest/most recent)					

* Rank from previous to latest/most recent project

** Complete the details of the inclusive dates (month, day, and year)

On-Going Projects

[Provide outline of on-going projects using the matrix below]

Title/Description n	Client	Project Contract Amount	Position	Start Date** (MM/DD/YYYY)	End Date** (MM/DD/YYYY)
(latest/most recent)					
(previous)					

Attach supporting documents (e.g., NOA, NTP, signed contract, bidding documents or etc.)

* Rank from previous to latest/most recent on-going project

** Complete the details of the inclusive dates (month, day, and year)

Languages

[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

Career History:

[Starting with the present position, list in reverse order every engagement held. List all positions held by the staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in the last seven (7) years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Engagement**		Name of Organization	Office Address of the Organization	Position Held (whether full-time, part-time, principal/key team member as a producer/director/scriptwriter, consultant, subcontractor, support staff, etc.)	Location of Projects	Relevant Work Experience/ Types of Activities Performed
From (MM/DD/YY)	To (MM/DD/YY)					
(latest / most recent)						

(previous)						

* Rank from previous to latest/most recent employment

** Complete the details of the inclusive dates (month, day, and year)

***Seven (7) years is the minimum years of experience for the key position of Producer

Certification:

I, *[full name of proposed professional staff]*, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the consulting services in accordance with the time schedule as indicated in the contract once the firm is awarded the consulting services.

[Signature over printed name of proposed professional staff] **Date:** _____

[Signature over printed name of authorized representative of the firm / entity / Joint Venture / Consortium in case of JV / Consortium)] **Date:** _____

EF 6B. FORMAT OF CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF

Procurement of Service Provider for the Conduct of Property Investment & Exhibition Summit (PIES)

Proposed Position: **Program Director**

Name of Firm/Entity/JV/Consortium: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____ Nationality: _____

Years with Firm/Entity: _____ years from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm/Entity: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

College/University	Degree/Title Obtained	Inclusive Dates*	
		From (MM/DD/YYYY)	To (MM/DD/YYYY)

Attach the applicable supporting documents (e.g., diploma, Transcript of Records)

* Complete the details of the inclusive dates (month, day, and year)

Trainings/Seminars

[Summarize the relevant trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]

Title/ Description	Conducted by	Inclusive Dates*		No. of Hour/s	Venue	Involvement <i>(Such as participant, speaker or trainer)</i>
		From (MM/DD/YYYY)	To (MM/DD/YYYY)			
Trainings relevant to the nominated position						
(latest/most recent)						
(previous)						

Attach the applicable supporting documents (e.g., Certificate of Attendance / Participation, Certificate of Recognition / Appreciation)

* Complete the details of the inclusive dates (month, day, and year)

Memberships in Professional Regulatory Body

[Give an outline of all memberships in PRC using the matrix below, put N/A if not applicable]

Name of Profession	Name of Professional Regulatory Body (please do not abbreviate)	Date of Registration* (MM/DD/YYYY)	License/Registration Number	Validity Date* (MM/DD/YYYY)

Attach the applicable supporting documents (e.g., proof of registration, application for renewal with proof of payment)

* Complete the details of the registration and validity dates (month, day and year)

Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below, put N/A if not applicable]

Name of Society/Commission	Date of Conferment/Registration* (MM/DD/YYYY)	License/Professional Number	Validity Date* (MM/DD/YYYY)

Attach the applicable supporting documents (e.g., proof of registration, application for renewal with proof of payment)

* Complete the details of the registration and validity dates (month, day and year)

Projects Undertaken/Completed

[Provide outline of projects undertaken using the matrix below]

Title/ Description	Type of Project/Contract (TVC, AVP, Corporate Ad, Film, TV Series, etc.)	Client	Position and Description of the Nature of Work/ Engagement in the project (whether full-time, part-time, principal/key team member as a producer/director/scriptwriter, consultant, subcontractor, support staff, etc.)	Start Date** (MM/DD/YYYY)	Completion Date** (MM/DD/YYYY)
Corporate Events (start with the latest/most recent)					
Corporate Events (start with the latest/most recent)					

Other types of project/contract (please specify) <i>(start with the latest/most recent)</i>					

* Rank from previous to latest/most recent project

** Complete the details of the inclusive dates (month, day, and year)

On-Going Projects

[Provide outline of on-going projects using the matrix below]

Title/Description n	Client	Project Contract Amount	Position	Start Date** (MM/DD/YYYY)	End Date** (MM/DD/YYYY)
(latest/most recent)					
(previous)					

Attach supporting documents (e.g., NOA, NTP, signed contract, bidding documents or etc.)

* Rank from previous to latest/most recent on-going project

** Complete the details of the inclusive dates (month, day, and year)

Languages

[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

Career History:

[Starting with the present position, list in reverse order every engagement held. List all positions held by the staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in the last five (5) years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Engagement**		Name of Organization	Office Address of the Organization	Position Held <i>(whether full-time, part-time, principal/key team member as a producer/director/scriptwriter, consultant, subcontractor, support staff, etc.)</i>	Location of Projects	Relevant Work Experience/Types of Activities Performed
From (MM/DD/YY)	To (MM/DD/YY)					

8

EF 6C. FORMAT OF CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF

Procurement of Service Provider for the Conduct of Property Investment & Exhibition Summit (PIES)

Proposed Position: Account Manager

Name of Firm/Entity/IV/Consortium: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Years with Firm/Entity: _____ years from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm/Entity: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

College/University	Degree/Title Obtained	Inclusive Dates*	
		From (MM/DD/YYYY)	To (MM/DD/YYYY)

Attach the applicable supporting documents (e.g., diploma, Transcript of Records)

* Complete the details of the inclusive dates (month, day, and year)

Trainings/Seminars

[Summarize the relevant trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]

Continued from page 1, using the matrix below)						
Title/ Description	Conducted by	Inclusive Dates*		No. of Hour/s	Venue	Involvement (Such as participant, speaker or trainer)
		From (MM/DD/YYYY)	To (MM/DD/YYYY)			
Trainings relevant to the nominated position						
(latest/most recent)						
(previous)						
Attach the applicable supporting documents (e.g., Certificate of Attendance / Participation, Certificate of Recognition / Appreciation)						

Attach the applicable supporting documents (e.g., Certificate of Attendance / Participation, Certificate of Recognition / Appreciation)

* Complete the details of the inclusive dates (month, day, and year)

Memberships in Professional Regulatory Body

[Give an outline of all memberships in PRC using the matrix below, put N/A if not applicable]

Name of Profession	Name of Professional Regulatory Body (please do not abbreviate)	Date of Registration* (MM/DD/YYYY)	License/Registration Number	Validity Date* (MM/DD/YYYY)

Attach the applicable supporting documents (e.g., proof of registration, application for renewal with proof of payment)

* Complete the details of the registration and validity dates (month, day and year)

Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below, put N/A if not applicable]

Name of Society/Commission	Date of Conferment/Registration* (MM/DD/YYYY)	License/Professional Number	Validity Date* (MM/DD/YYYY)

Attach the applicable supporting documents (e.g., proof of registration, application for renewal with proof of payment)

* Complete the details of the registration and validity dates (month, day and year)

Projects Undertaken/Completed

[Provide outline of projects undertaken using the matrix below]

Title/Description	Type of Project/Contract (TVC, AVP, Corporate Ad, Film, TV Series, etc.)	Client	Position and Description of the Nature of Work/ Engagement in the project (whether full-time, part-time, principal/key team member as a producer/director/scriptwriter, consultant, subcontractor, support staff, etc.)	Start Date** (MM/DD/YYYY)	Completion Date** (MM/DD/YYYY)
Corporate Events (start with the latest/most recent)					
Corporate Events					

(start with the latest/most recent)					
Other types of project/contract (please specify) (start with the latest/most recent)					

* Rank from previous to latest/most recent project

** Complete the details of the inclusive dates (month, day, and year)

On-Going Projects

[Provide outline of on-going projects using the matrix below]

Title/Description n	Client	Project Contract Amount	Position	Start Date** (MM/DD/YYYY)	End Date** (MM/DD/YYYY)
(latest/most recent)					
(previous)					

Attach supporting documents (e.g., NOA, NTP, signed contract, bidding documents or etc.)

* Rank from previous to latest/most recent on-going project

** Complete the details of the inclusive dates (month, day, and year)

Languages

[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

Career History:

[Starting with the present position, list in reverse order every engagement held. List all positions held by the staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in the last four (4) years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Engagement**	Name of Organization	Office Address of	Position Held		Relevant Work
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From (MM/DD/YY)	To (MM/DD/YY)		the Organizati on	<i>(whether full- time, part-time, principal/key team member as a producer/direc tor/scriptwriter , consultant, subcontractor, support staff, etc.)</i>	Location of Projects	Experience/ Types of Activities Performed
(latest / most recent)						
(previous)						

* Rank from previous to latest/most recent employment

** Complete the details of the inclusive dates (month, day, and year)

***Four (4) years is the minimum years of experience for the key position of Scriptwriter/Copywriter

Certification:

I, *[full name of proposed professional staff]*, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the consulting services in accordance with the time schedule as indicated in the contract once the firm is awarded the consulting services.

Date: _____
[Signature over printed name of proposed professional staff]

Date: _____
[Signature over printed name of authorized representative of the firm / entity / Joint Venture / Consortium in case of JV / Consortium)]

8

EF 6D. FORMAT OF CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF

Procurement of Service Provider for the Conduct of Property Investment & Exhibition Summit (PIES)

Proposed Position: Social Media Manager

Name of Firm/Entity/JV/Consortium: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____ Nationality: _____

Years with Firm/Entity: _____ years from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm/Entity: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

College/University	Degree/Title Obtained	Inclusive Dates*	
		From (MM/DD/YYYY)	To (MM/DD/YYYY)
Attach the applicable supporting documents (e.g., diploma, Transcript of Records)			

* Complete the details of the inclusive dates (month, day, and year)

Trainings/Seminars

[Summarize the relevant trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]

Title/ Description	Conducted by	Inclusive Dates*		No. of Hour/s	Venue	Involvement (Such as participant, speaker or trainer)
		From (MM/DD/YYYY)	To (MM/DD/YYYY)			
Trainings relevant to the nominated position						
(latest/most recent)						
(previous)						
Attach the applicable supporting documents (e.g., <i>Certificate of Attendance / Participation, Certificate of Recognition / Appreciation</i>)						

* Complete the details of the inclusive dates (month, day, and year)

Memberships in Professional Regulatory Body

[Give an outline of all memberships in PRC using the matrix below, put N/A if not applicable]

Name of Profession	Name of Professional Regulatory Body (please do not abbreviate)	Date of Registration* (MM/DD/YYYY)	License/Registration Number	Validity Date* (MM/DD/YYYY)

Attach the applicable supporting documents (e.g., *proof of registration, application for renewal with proof of payment*)

* Complete the details of the registration and validity dates (month, day and year)

Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below, put N/A if not applicable]

Name of Society/Commission	Date of Conferment/ Registration* (MM/DD/YYYY)	License/Professional Number	Validity Date* (MM/DD/YYYY)

Attach the applicable supporting documents (e.g., *proof of registration, application for renewal with proof of payment*)

* Complete the details of the registration and validity dates (month, day and year)

Projects Undertaken/Completed

[Provide outline of projects undertaken using the matrix below]

Title/ Description	Type of Project/Contract (TVC, AVP, Corporate Ad, Film, TV Series, etc.)	Client	Position and Description of the Nature of Work/ Engagement in the project	Start Date** (MM/DD/YYYY)	Completion Date** (MM/DD/YYYY)

8

			(whether full-time, part-time, principal/key team member as a producer/director/scriptwriter, consultant, subcontractor, support staff, etc.)		
Corporate Events (start with the latest/most recent)					
Corporate Events (start with the latest/most recent)					
Other types of project/contract (please specify) (start with the latest/most recent)					

* Rank from previous to latest/most recent project

** Complete the details of the inclusive dates (month, day, and year)

On-Going Projects

[Provide outline of on-going projects using the matrix below]

Title/Description	Client	Project Contract Amount	Position	Start Date** (MM/DD/YYYY)	End Date** (MM/DD/YYYY)
(latest/most recent)					
(previous)					

Attach supporting documents (e.g., NOA, NTP, signed contract, bidding documents or etc.)

* Rank from previous to latest/most recent on-going project

** Complete the details of the inclusive dates (month, day, and year)

Languages

[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

Career History:

[Starting with the present position, list in reverse order every engagement held. List all positions held by the staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in the **last four (4) years**, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Engagement**		Name of Organization	Office Address of the Organization	Position Held (whether full-time, part-time, principal/key team member as a producer/director/scriptwriter, consultant, subcontractor, support staff, etc.)	Location of Projects	Relevant Work Experience/ Types of Activities Performed
From (MM/DD/YY)	To (MM/DD/YY)					
(latest / most recent)						
(previous)						

* Rank from previous to latest/most recent employment

** Complete the details of the inclusive dates (month, day, and year)

***Four (4) years is the minimum years of experience for the key position of Director of Photography/Cinematography

Certification:

I, *[full name of proposed professional staff]*, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the consulting services in accordance with the time schedule as indicated in the contract once the firm is awarded the consulting services.

[Signature over printed name of proposed professional staff]

Date: _____

*[Signature over printed name of authorized representative of the firm /
entity / Joint Venture / Consortium in case of JV / Consortium)]*

Date: _____

“ANNEX C”



BIDS AND AWARDS COMMITTEE for GOODS

CHECKLIST OF REQUIREMENTS

Service Provider for the Conduct of the Property Investment and Exhibition Summit (PIES)

Pre-Bid Conference

THURSDAY @ 10:00 AM, 27 MARCH 2025

Bids and Award Committee for Goods (BAC-G)

CHECKLIST OF REQUIREMENTS

“For the Bid Form, Price Schedules, Bid Securing Declaration, Omnibus Sworn Statement, JVA or Notarized Statements as to forming JV for Goods, Performance Securing Declaration, if used, and Contract Agreement Form, the Bidder or its authorized representative shall be required to provide its name, legal capacity, and signature thereon.” *(Section 6.2 of GPPB Circular 04-2020)*

Failure to do so shall be a ground for the rejection of bid.

BIDDING FOR THE PROCUREMENT OF Service Provider for the Conduct of the Property Investment and Exhibition Summit (PIES)

PRESENTATION OUTLINE:

- **TECHNICAL AND FINANCIAL REQUIREMENTS;**
- **MARKING AND SEALING OF ENVELOPES;**
- **IMPORTANT REMINDERS; and,**
- **SCHEDULE OF BIDDING ACTIVITIES.**

CHECKLIST OF REQUIREMENTS

PROPERLY TABBED AS FOLLOWS:

CHECKLIST OF REQUIREMENTS

TECHNICAL COMPONENT ENVELOPE
(FIRST ENVELOPE)

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - LEGAL DOCUMENTS

**TAB
A** **Valid PhilGEPS Certificate of Registration under Platinum Membership (all pages) in accordance with Section 8.5.2 of the RIRR of RA No. 9184 (Government Procurement Reform Act).**

Section 8.5.2:

All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):

- A. Registration Certificate;**
- B. Valid Mayor's/Business Permit or its Equivalent Document;**
- C. Valid Tax Clearance; and,**
- D. Audited Financial Statements (Year Ended 2023).**

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

TAB
B

Statement of the prospective bidder of **ALL its ONGOING Government and Private Contracts**, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
C**

Statement of the Bidder's Single Largest Completed Contract (SLCC), similar to the contract to be bid.

The bidder must have completed, within the last FIVE (5 years prior to the deadline for the submission and receipt of bids, a single contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC.

Events Management Service to any client, either private or government.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

The TWO (2) Statements (ONGOING AND SLCC) requirements shall indicate the following:

- ☐ name of the contract;
- ☐ date of the contract;
- ☐ contract duration;
- ☐ owner's name and address;
- ☐ kinds of Goods;
- ☐ for Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- ☐ for Statement of SLCC - amount of completed contract, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; and,
- ☐ date of delivery

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

REMINDER:

- ❑ The statement of ALL ONGOING contracts requirement is merely a "statement" of all ongoing contracts. It refers to a "statement" to be made by the bidder relative to ALL its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contract.

- ❑ The statement of SLCC to be submitted by the bidder shall attach ANY of the following proof:
 - ❑ End User's Acceptance; OR,
 - ❑ Official Receipt issued for the contract; OR,
 - ❑ Sales Invoice issued for the contract, if completed.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

FORMS: ONGOING AND SLCC

Statement of All Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

SF-G&S-16A

Business Name _____
Business Address _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name/Address/Contract Number	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government Contracts:							
1							
2							
Private Contracts:							
1							
2							
Total Amount:							

*Continue on a separate sheet if necessary.

Submitted by _____
Signature over Printed Name of Authorized Representative

Date _____

Note:
 - If there is no ongoing contract including those awarded but not yet started, state none or explain why.
 - The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the last Financial Contracting (Specify: AFCC).

**Duly signed by the
Bidder's Authorized
Representative**

Statement of Single Largest Completed Contract (SLCC) Similar in Nature to the Contract to be Bid

SF-G&S-19B

Business Name _____
Business Address _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name/Address/Contract Number	Kind of Goods	Amount of Contract	Date of Delivery

Submitted by _____
Signature over Printed Name of Authorized Representative

Date _____

Note:
 This statement shall be supported by ANY of the following:
 - End User's Acceptance, or
 - Official Receipt of the last payment received, or
 - Sales Invoice

**Duly signed by the
Bidder's Authorized
Representative**

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
D**

Bid Security in ANY of the following forms and amounts:

ABC: Php 4,900,000.00

◆ Original Copy of Notarized Bid Securing Declaration

Bidding Forms

FORM: BID SECURING DECLARATION

❖ Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.

❖ Bank Draft/Guarantee or Irrevocable Letter of Credit issued by a Universal or Commercial Bank. Provided, that it shall be confirmed or authenticated by a local Universal or Commercial Bank, if issued by a foreign bank.

2% of the ABC

Php 98,000.00

❖ Surety Bond with a Certificate from the Insurance Commission

5% of the ABC

Php 245,000.00

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
E**

Conformity with Technical Specifications (Form) duly signed in every page
by the principal bidder or the bidder's authorized representative (Section VII)

- ☐ **Conformity with Schedule of Requirements** (Form) duly signed in every page
by the principal bidder or the bidder's authorized representative (Section VI)

Schedule of Requirements and Technical Specs

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

TAB F **Original duly signed Notarized Omnibus Sworn Statement** in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184, and using the form prescribed in Section VIII

Note:

The Notarized Omnibus Sworn Statement shall be accompanied by the Original Notarized Special Power of Attorney, Board/Partnership Resolution, or Original Notarized Secretary's Certificate, whichever is applicable.

Form: Omnibus Sworn Statement (Revised)

BCDA
BIOLOGICAL CONSERVATION DATA ANALYSIS

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
G**

The Prospective Bidder's Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5 (Section IX, Bidding Forms);

FORMULA:

NFCC = [(Current assets minus current liabilities) x (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

OR,

Committed Line of Credit (CLC) from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.

CHECKLIST OF REQUIREMENTS: CLASS "B" DOCUMENTS - IF APPLICABLE

**TAB
H**

If applicable, a duly signed Joint Venture Agreement (JVA) in case the joint venture is already in existence; OR,

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.

CHECKLIST OF REQUIREMENTS

FINANCIAL COMPONENT ENVELOPE
(SECOND ENVELOPE)

CHECKLIST OF REQUIREMENTS - FINANCIAL COMPONENTS

TAB
I

Original of duly signed and accomplished Financial Bid Form

TAB
J

Original of duly signed and accomplished Price Schedule(s)

Note:

- ❖ *Financial Proposal is INCLUSIVE of VAT and all applicable taxes and fees; and,*
- ❖ *bids received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected at bid opening.*

Bid Form

[illegible]

Price Schedule

[illegible]

CHECKLIST OF REQUIREMENTS - OTHER DOCUMENTARY REQUIREMENTS UNDER RA NO. 9184, **AS APPLICABLE**

**TAB
K**

(For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos)
Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

**TAB
L**

Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Entity

SUMMARY

TAB	PARTICULAR (FIRST ENVELOPE - TECHNICAL COMPONENT)
A	<u>Valid PhilGEPS Registration Certificate (Platinum Membership)</u> (all pages) in accordance with Section 8.5.2 of the IRR; and,
B	<u>Statement of the prospective bidder of all its ongoing government and private contracts</u> , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and,
C	<u>Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid</u> , except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and,
D	<u>Original copy of Bid Security</u> . If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <u>or</u> Original copy of Notarized Bid Securing Declaration; and,

SUMMARY

TAB	PARTICULAR (FIRST ENVELOPE - TECHNICAL COMPONENT)
E	<u>Conformity with Technical Specifications and Schedule of Requirements</u> (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VII and Section VI); and,
F	<u>Original duly signed Omnibus Sworn Statement (OSS)</u> and if applicable, <u>Original Notarized Secretary's Certificate</u> in case of a corporation, partnership, or cooperative; or <u>Original Special Power of Attorney</u> of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; and,
G	The prospective bidder's computation of <u>Net Financial Contracting Capacity (NFCC)</u> <u>or</u> a committed <u>Line of Credit</u> from a Universal or Commercial Bank in lieu of its NFCC computation; and,
H	If applicable, <u>a duly signed Joint Venture Agreement (JVA)</u> in case the joint venture is already in existence <u>or duly notarized statements from all the potential joint venture partners</u> stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

SUMMARY

TAB	PARTICULAR (SECOND ENVELOPE - FINANCIAL COMPONENT)
I	Original of duly signed and accomplished <u>Financial Bid Form</u> ; and
J	Original of duly signed and accomplished <u>Price Schedule(s)</u> ; and
	<u>Other documentary requirements under RA No. 9184 (as applicable)</u>
K	<i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> <u>Certification from the relevant government office of their country</u> stating that Filipinos are allowed to participate in government procurement activities for the same item or product; and
L	<u>Certification from the DTI</u> if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

MARKING AND SEALING

MARKING AND SEALING

The bidders are requested to **USE TABS** in compiling their bid documents for quick and easy identification and verification.



MARKING AND SEALING

ALL Envelopes shall:

- a. contain the name of the contract to be bid in capital letters;
- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to the Procuring Entity's BAC; and
- d. bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21.1.

Sample Envelopes

ELIGIBILITY AND TECHNICAL COMPONENTS AND FINANCIAL PROPOSAL	ELIGIBILITY AND TECHNICAL COMPONENTS	FINANCIAL PROPOSAL
<p>CENTRAL RECEIVING AND RELEASING AREA (CRRA) BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) BCDA CORPORATE CENTER 2ND FLOOR, BONIFACIO TECHNOLOGY CENTER 1101 STREET CORNER 2ND AVENUE BONIFACIO GLOBAL CITY, TAGUIG CITY</p> <p>FOR: PROCUREMENT OF _____</p> <p>SUBMITTED BY: NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE COMPANY NAME AND COMPLETE ADDRESS</p> <p>ATTENTION TO: RICHARD BRIAN M. CEPE CHAIRPERSON BCDA BIDS AND AWARDS COMMITTEE FOR GOODS</p> <p>DO NOT OPEN BEFORE SPECIFY THE TIME AND DATE OF OPENING OF BIDS</p>	<p>CENTRAL RECEIVING AND RELEASING AREA (CRRA) BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) BCDA CORPORATE CENTER 2ND FLOOR, BONIFACIO TECHNOLOGY CENTER 1101 STREET CORNER 2ND AVENUE BONIFACIO GLOBAL CITY, TAGUIG CITY</p> <p>FOR: PROCUREMENT OF _____</p> <p>SUBMITTED BY: NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE COMPANY NAME AND COMPLETE ADDRESS</p> <p>ATTENTION TO: RICHARD BRIAN M. CEPE CHAIRPERSON BCDA BIDS AND AWARDS COMMITTEE FOR GOODS</p> <p>DO NOT OPEN BEFORE SPECIFY THE TIME AND DATE OF OPENING OF BIDS</p>	<p>CENTRAL RECEIVING AND RELEASING AREA (CRRA) BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) BCDA CORPORATE CENTER 2ND FLOOR, BONIFACIO TECHNOLOGY CENTER 1101 STREET CORNER 2ND AVENUE BONIFACIO GLOBAL CITY, TAGUIG CITY</p> <p>FOR: PROCUREMENT OF _____</p> <p>SUBMITTED BY: NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE COMPANY NAME AND COMPLETE ADDRESS</p> <p>ATTENTION TO: RICHARD BRIAN M. CEPE CHAIRPERSON BCDA BIDS AND AWARDS COMMITTEE FOR GOODS</p> <p>DO NOT OPEN BEFORE SPECIFY THE TIME AND DATE OF OPENING OF BIDS</p>

MARKING AND SEALING

Each Bidder shall submit one (1) copy the following (contained within the mother envelope):

FIRST ENVELOPE - ELIGIBILITY AND TECHNICAL COMPONENTS

SECOND ENVELOPE - FINANCIAL COMPONENTS

MOTHER ENVELOPE

ELIGIBILITY AND TECHNICAL COMPONENTS AND FINANCIAL PROPOSAL

CENTRAL RECEIVING AND RELEASING AREA (CRRA)
BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)
BCDA COMPLIANCE CENTER
2ND FLOOR, BIRMINGHAM TECHNOLOGY CENTER
2157 ORCHARD CROWN 2ND AVENUE
BIRMINGHAM, ALABAMA 35203-1000

FOR
PROCUREMENT OF _____

SUBMITTED BY _____

NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
COMPANY NAME AND COMPLETE ADDRESS

ATTENTION TO:
RICHARD BRIAN W. CLIFT
CHAIRPERSON
BCDA BIDS AND Awarards COMMITTEE FOR GOODS

DO NOT OPEN BEFORE SPECIFY THE TIME AND DATE OF OPENING IT BIDS

ELIGIBILITY AND TECHNICAL COMPONENTS

CENTRAL RECEIVING AND RELEASING AREA (CRRA)
BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)
BCDA COMPLIANCE CENTER
2ND FLOOR, BIRMINGHAM TECHNOLOGY CENTER
2157 ORCHARD CROWN 2ND AVENUE
BIRMINGHAM, ALABAMA 35203-1000

FOR
PROCUREMENT OF _____

SUBMITTED BY _____

NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
COMPANY NAME AND COMPLETE ADDRESS

ATTENTION TO:
RICHARD BRIAN W. CLIFT
CHAIRPERSON
BCDA BIDS AND Awarards COMMITTEE FOR GOODS

DO NOT OPEN BEFORE SPECIFY THE TIME AND DATE OF OPENING IT BIDS

FIRST
ENVELOPE

FINANCIAL PROPOSAL

CENTRAL RECEIVING AND RELEASING AREA (CRRA)
BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)
BCDA COMPLIANCE CENTER
2ND FLOOR, BIRMINGHAM TECHNOLOGY CENTER
2157 ORCHARD CROWN 2ND AVENUE
BIRMINGHAM, ALABAMA 35203-1000

FOR
PROCUREMENT OF _____

SUBMITTED BY _____

NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
COMPANY NAME AND COMPLETE ADDRESS

ATTENTION TO:
RICHARD BRIAN W. CLIFT
CHAIRPERSON
BCDA BIDS AND Awarards COMMITTEE FOR GOODS

DO NOT OPEN BEFORE SPECIFY THE TIME AND DATE OF OPENING IT BIDS

SECOND
ENVELOPE



BIDDING DOCUMENTS' PRICE

APPROVED BUDGET FOR THE CONTRACT (ABC)

Php 4,900,000.00

Inclusive of VAT and all applicable taxes and fees

Cost of bidding documents (non-refundable)

Php 5,000.00

Bidders may purchase the bidding documents in cash, manager's check or via online using a bank-to-bank fund transfer method.

Kindly coordinate with the BAC-G Secretariat for details and instructions.

bacgsecretariat@bcda.gov.ph

REMINDERS

REMINDERS

- ❖ BCDA adheres to the **"NO-CONTACT RULE"**. All clarifications should be made in writing and addressed to the BAC-G Secretariat (bacgsecretariat@bcdg.gov.ph)
- ❖ Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.



- ❖ Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.

REMINDERS

- ❖ **Required bidding documents shall be submitted at the BCDA Central Receiving and Releasing Area (CRRA), 2nd Floor, Bonifacio Technology Center (BTC), 31st Street corner 2nd Avenue, Bonifacio Global City (BGC), Taguig City**



REMINDERS

- ❖ The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids.
Late bids shall not be accepted.
- ❖ Bidders may submit the required bidding documents **days before the deadline** for submission in order to avoid the possibility of being late for such submission.

REMINDERS

Opening of Bid is a hybrid event. Prospective Bidders may choose to attend online via zoom or in person at the BCDA Corporate Center BGC, Taguig City.

For those attending online, kindly coordinate/inform our BACG Secretariat to send you the Zoom link.

For those attending in person, the following guidelines must be followed:

- Attendees to the Opening of Bids will be required to follow the minimum BCDA Health Protocols; and
- Observers/representatives who show signs or with flu like symptoms are advised to attend online and shall not be allowed to enter the BCDA premises.

REMINDERS

- ❖ All licenses, permits and other required clearances should be valid at the time of the submission of bids, post-qualification, and signing of the contract.
- ❖ Any Bid Bulletin that may be issued shall be published in the PhilGEPS and the BCDA Website. However, **only those who purchased** the bidding documents are entitled to receive a copy of the Bid Bulletin (from the BACG) and to submit/participate in the bidding activities.
- ❖ The BAC expects the bidders to exercise due diligence in going through the bidding documents to be able to prepare their bids intelligently.
- ❖ BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- ❖ BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

SCHEDULE OF BIDDING ACTIVITIES

PARTICULARS	DATE
Pre-bid Conference	10:00 AM, 27 March 2025 (Thursday)
Deadline for Request for Clarification, if any	31 March 2025 (Monday) until 05:00 PM ONLY
Issuance of Bid Bulletin, if any	03 April 2025 (Thursday)
Deadline for Submission of the required Bidding Documents	10 April 2025 (Tuesday) @ 9:00 AM

SCHEDULE OF BIDDING ACTIVITIES

PARTICULARS	DATE
Opening of the Eligibility/Technical Requirements Proposal	10 April 2025 (Thursday) @ 10:00 AM
Opening of Financial Proposal for those who passed the Technical Component	
Bid Evaluation (TWG's detailed evaluation of the submitted bids)	11 April 2025 (Friday) to 15 April 2025 (Tuesday)
Sending of Letter to the Bidder with LCB	15 April 2025 (Thursday)

SCHEDULE OF BIDDING ACTIVITIES

PARTICULARS	DATE
Post Qualification on the Bidder with LCB or succeeding LCB (if any)	16 April 2025 (Wednesday) - 28 April 2025 (Monday)
Deliberation by BACG of the Results of Post Qualification	28 April 2025 (Monday)
Issuance of BAC Recommendation	28 April 2025 (Monday)
Approval of BAC Resolution and Issuance of Notice of Award	02 May 2025 (Friday)
Contract Preparation, Approval and Signing	on or before 08 May 2025 (Tuesday)
Issuance of Notice to Proceed	On or before 15 May 2025 (Thursday)

**All clarifications should be made in writing and
addressed to the BAC-G Secretariat:**

bacgsecretariat@bcda.gov.ph

THANK YOU!