

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

PROCUREMENT OF CONSULTING SERVICES FOR THE PRODUCTION OF THE BCDA CORPORATE VIDEO

Bid Bulletin No. 2

This bid bulletin clarifies the queries/questions raised during the Pre-bid Conference held on 14 August 2025 and written clarifications received through email pertaining to the above-cited consulting services.

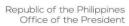
I. QUERIES/QUESTIONS BY THE PROSPECTIVE BIDDER

a. Queries/Questions raised during the Pre-bid Conference

Queries/Questions	Clarifications/Responses
1. What are the applicable tax rates to use (e.g., for Value-Added Tax (VAT): 5.00%, for Expanded Withholding Tax (EWT): 2.00%, etc.)?	Pursuant to Section 6.1(a)(ii) of the Government Procurement Policy Board (GPPB) Resolution No. 16-2020,
MAC	"The bid price shall include the cost of all taxes, such as, but not limited to, value-added tax, income tax, local taxes, and other fiscal levies and duties, which shall be itemized in the bid form and reflected in the price schedule or detailed estimates."
Vii. olleg	As to the rates, it is the responsibility of the prospective bidder to determine and compute the applicable taxes, such as the VAT and EWT, in accordance with the applicable and existing laws and regulations, as well as incorporate these in their financial proposal. Furthermore, the rates may vary based on the nature of your firm.
2. Item 10.1(d) of Section C of the Instructions to Bidders states that "No alternative professional staff shall be proposed, and only one Curriculum Vitae (CV) may be submitted for each	The requirement is four (4) distinct key personnel. Meaning, one distinct personnel per position. Hence, no person may be assigned to two (2) or more different positions.
position." During the eligibility phase of the bid, we have clarified during the	The four (4) distinct key personnel that you will nominate for the second stage of the procurement process shall come from the same set of nominated key personnel that you indicated in the eligibility









	pre-eligibility stage that we may be allowed to submit one (1) person but of different roles as long as the requirement is for four (4) distinct key personnel, each with a corresponding CV. We hope that this consideration still remains, as we have several roles to be handled by one person and vice versa, the same as what has been submitted. We will also make additional proposed personnel that best fit for the role.	documents. Otherwise, it would be tantamount to modification of the bid, which is not allowed under the procurement law.
	May we be allowed to submit CVs with digital signatures of each personnel with an original notarized copy?	The CVs may bear the wet signature of the key personnel and be notarized in a traditional way. On the other hand, it could be an electronic signature that is notarized through the rules on electronic notarization. Please check out A.M. 24-10-14-SC.
	Do all queries and questions during the eligibility and shortlisting stage still apply in the Technical and/or Financial Proposal stage?	Yes. All the queries that were raised by the prospective bidder during the eligibility stage and responses to those still apply in the second stage of the bidding, unless it is superseded through a bid bulletin.
•	In the respective FPFs, what should be the entry for FPF Nos. 3 to 5?	The Activity No. and Activity Name may be taken from the scope of work in the Terms of Reference (TOR). For the Description, you can either use the Deliverables section of the TOR as is or reword it as needed. For reference, a sample of filled out Financial Proposal Forms 3, 4, and 5 is included.
		Link:

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https://drive.google.com/file/d/1qEOeZOsm5L0i2 ZbO63x3Lh p3DfrJcR2/view?usp=sharing

To reiterate, these forms cannot be consolidated into one (1) form as these are prescribed forms.



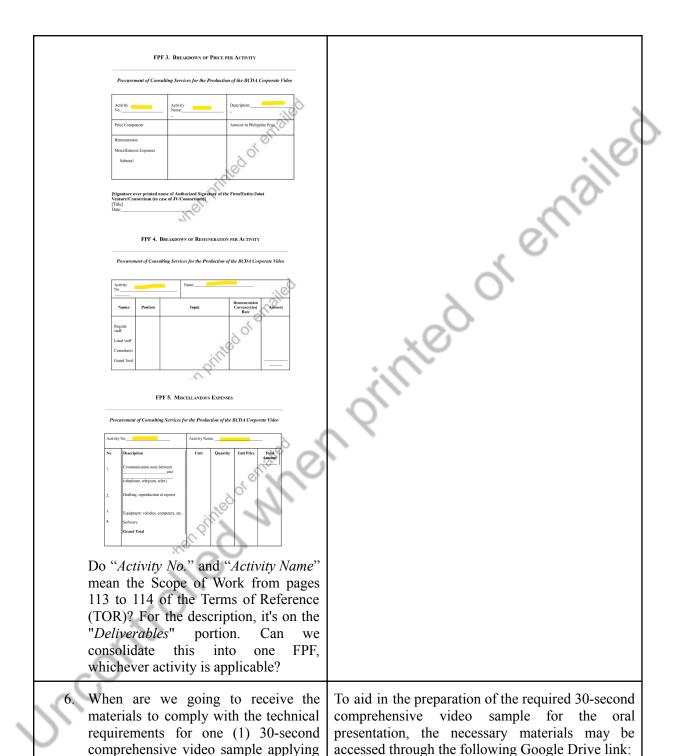


3.

4.

5.





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https://drive.google.com/drive/u/0/folders/18ZYD

ppbXJUDrV46Gp5mao EvJyc6CizV

the concepts, etc.?



		This Google Drive link was sent via e-mail on August 14, 2025 (Thursday). The prospective bidder may also source photo and video materials that are available online.
guid	arding marketing and branding lelines, will we be provided with of this?	The BCDA's branding guidelines was also included in the google drive link containing photo and video materials that was sent on August 14, 2025 (Thursday). Link: https://drive.google.com/drive/u/0/folders/18ZYD ppbXJUDrV46Gp5mao EvJyc6CizV
men inve Filip gove easy at a of t peop rece that	regard to the messaging, you tioned that the target audience are stors, government partners, and the pino people. The investors and ternment partners will be pretty for messaging, as we are looking more institutional kind of delivery the content. But for the Filipino ple, how are they supposed to ive the video? What is the impact we would want them to feel after thing the video?	The objective is for the Filipino people to know that the BCDA is not just building infrastructure projects across Luzon but is also helping the government in creating more jobs and livelihood opportunities for the general public. Essentially, the BCDA wants to convey that it is not just a partner for economic growth of the Philippines, but for social growth as well.
	many minutes are allocated for oral presentation?	The prospective bidder will be given at most an hour to present your corporate and project profiles, and the 30-second comprehensive video requirement.

b. Queries/Questions sent via Email

Queries/Questions	Clarifications/Responses
1. Do we still need to submit our ongoing projects on a separate tab, or just attach them to each CV in support of the ongoing project portion? Or submit in one tab and make a note on each CV to "please refer to the ongoing project" tab?	The prospective bidder is not required to submit their ongoing projects in this stage but all ongoing projects of each nominated key personnel must be stated within their individual curriculum vitae under the TPF No. 6 (Format of curriculum vitae for proposed professional staff).







2. How many proposed concepts, themes and copy treatments of the video, and corresponding scripts the and storyboards or mood boards should be submitted during the presentation for the opening of the technical proposal?

Page 115 states that:

5. COMPONENTS OF THE TECHNICAL PROPOSAL

The Consultant shall prepare a comprehensive creative proposal for the production of the BCDA corporate video through an oral presentation after the opening of the technical proposal, which will include:

5.1 One (1) proposed concept, theme, and copy treatment of the video, and the corresponding scripts and storyboards or mood boards;

But on page 171 on the Checklist and Tabbing of Technical Proposal, it states that:

14	Secretary's Certificate / Special Power of Attorney	•
15	Technical Proposal which will include: Company Profile Project portfolio including awards received related to corporate video production, television commercials or digital branding and marketing campaign. At least two (2) proposed Concept, Theme, and Copy Treatment of the sideo, and the corresponding scripp and storyboard or mood board. At least one (1) proposed concept, and the corresponding scripp and storyboard or mood board. At least one (1) proposed comprehensive video sample or miood board video indicating the yisual peeps, storyline, and produgting design along with a 30s cdit-debyn version in storyboard oct video format. Corporate profile showing the list of clients, simple of video works, and relevant projects; Electronic file of the Technical Proposal in a flash drive for BCDA's evaluation.	d of emailed

The prospective bidder is only required to prepare and present at least one (1) proposed Concept, Theme, and Copy Treatment of the video, and the corresponding script and storyboard or mood board. (Please see attached amended checklist and tabbing list portion of the bidding documents on the second part of this Bid Bulletin)

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Please clarify.

3. For the Audio-Visual Presentation (AVP), are all the locations mandatory to be included? If not, may we please request a priority location, or is there only a minimum location? Please advise.

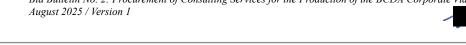
For the oral presentation requirement, all locations mentioned during the Pre-Bid Conference are required. These are:

- Fort Bonifacio
- Villamor Air Base
- New Clark City
- **Clark International Airport**
- Clark Freeport Zone
- John Hay Special Economic Zone
- Poro Point Freeport Zone
- Bataan Technology Park
- **SCTEX**

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4. On Technical Proposal Form (TPF) No. 7: Time Schedule, what do you mean by "Man-Months", and what "Reports Due/Activities" should be indicated?"

"Man-Months" means that you are being asked to state the total person-effort, expressed in months, that your team will dedicate to the project.

For your guide:

Position			Mai	n-Mo	onths	*	1	
		· O.						
	1 2 3 4 5 6 7							
				Q	5			
			~					
Producer Producer		X	0					
	0	Ċ	,		•			-

The sample above means that the nominated key personnel for the position of Producer is expected to deliver his tasks within the 6-month period.

In the "Reports Due/Activities" section, the prospective bidder should detail the specific tasks for each team member within the allocated Man-Months.

5. On TPF No. 8: Activity Schedule, is this related to TPF No. 7 with regards to Activity (Work) - A? For B -Completion and Submission Reports, what should be the date, and should this coincide with the six (6)-month period? Would the reports to be included be based on what is in the "1. Monthly format, such as Assessment and *Implementation* Reports, Post-Training Report, and Final Report?"

May we please request a sample of the actual bid submission for TPF Nos. 7 and 8?

On TPF No. 8 (A) query:

While TPF No. 7 details the Man-Months for **each personnel**, TPF No. 8, or the "Activity (Work) Schedule," outlines the detailed project timeline, including all major tasks and milestones of the **prospective bidder, composed of all its key personnel.**

On TPF No. 7 (B) query:

For this section, the prospective bidder may revise the wordings, as necessary. Otherwise, put "N/A" if not applicable.

TPF Nos. 7 and 8 (SAMPLE ONLY) Link:

https://drive.google.com/drive/folders/1vYIj9JIrPo ZwNPEjTvrJm_-EiAc3-dyK?usp=sharing

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II. AMENDMENT TO THE TERMS OF REFERENCE

Original version	Amendment/Clarification
Section VII. Bidding Forms.	Section VII. Bidding Forms.

Checklist and Tabbing of Technical Proposal

Tab No.	Form No.	Description
1	TPF 1	Technical Proposal Submission Form
2	-	Bid Securing Declaration Form
3	TPF 2	Consultant's References
4	TPF 3	Comments and Suggestions of the Consultant on the Terms of Reference and on Data, Services and Facilities to be provided by the Procuring Entity
5	TPF 4	Description of the Methodology and Work Plan for Performing the Project
6	TPF 5	Team Composition and Task

Checklist and	Tabbing	of Tec	hnical	Proposal	P
				5	

Tab No.	Form No.	Description			
1	TPF 1	Technical Proposal Submission Form			
2	$\binom{1}{2}$	Bid Securing Declaration Form			
3	TPF 2	Consultant's References			
, Q	TPF 3	Comments and Suggestions of the Consultant on the Terms of Reference and on Data, Services and Facilities to be provided by the Procuring Entity			
5	TPF 4	Description of the Methodology and Work Plan for Performing the Project			
6	TPF 5	Team Composition and Task			
7	TPF 6	Format of Curriculum Vitae (CV) for Proposed Professional Staff			
8	TPF 7	Time Schedule for Professional Personnel			
9	TPF 8	Activity (Work) Schedule			
10		Omnibus Sworn Statement			
11		Secretary's Certificate or			

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7	TPF 6A	Producer
8	TPF 6B	Director
9	TPF 6C	Scriptwriter/Copyw riter
10	TPF 6D	Director of Photography/Cine matography
11	TPF 7	Time Schedule for Professional Personnel
12	TPF 8	Activity (Work) Schedule
13	-	Omnibus Sworn Statement (Revised)
14	-	Secretary's Certificate / Special Power of Attorney
	Citic	Technical Proposal which will include: Company Profile Project portfolio including awards received related to corporate video production, television commercials or digital branding and marketing campaign; At least two (2)
		proposed Concept, Theme, and Copy

	Special	Power or Attorney	
	Format		
	Other in	Project portfolio including awards received related to corporate video production, television commercials or digital branding and marketing campaign; At least one (1) proposed Concept, Theme, and Copy Treatment of the video, and the corresponding script and storyboard or mood board; At least one (1) proposed comprehensive video sample or mood board/video indicating the visual pegs, storyline, and production design along with a 30s edit-down version in storyboard or video format; Corporate profile	
		showing the list of clients, sample of video works, and relevant projects;	
	-	Electronic file of the	

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	Treatment of the video, and the corresponding script and storyboard or mood board;
	At least one (1) proposed comprehensive video sample or mood board/video indicating the visual pegs, storyline, and production design along with a 30s edit-down version in storyboard or video format;
	Corporate profile showing the list of clients, sample of video works, and relevant projects; Electronic file of the Technical Proposal in a flash drive for BCDA's
	evaluation.

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Checklist and Tabbing of Financial Proposal

Tab No.	Form No.	Description
	FPF 1	Financial Proposal Submission Form
2	FPF 2	Summary of Costs
3	FPF 3	Breakdown of Price

Checklist and Tabbing of Financial Proposal

Tab No.	Form No.	Description
1	FPF 1	Financial Proposal Submission Form
2	FPF 2	Summary of Costs











		per Activity
4	FPF 4	Breakdown of Remuneration per Activity
5	FPF 5	Miscellaneous Expenses

3	FPF 3	Breakdown of Price per Activity
4	FPF 4	Breakdown of Remuneration per Activity
5	FPF 6	Miscellaneous Expenses

Section VII. Bidding Forms.

Checklist and Tabbing of Technical Proposal.

Tab 15

At least two (2) proposed Concept, Theme, and Copy Treatment of the video, and the corresponding script and storyboard or mood board

Section VII. Bidding Forms.

Checklist and Tabbing of Technical Proposal.

Tab 12

At least one (1) proposed Concept, Theme, and Copy Treatment of the video, and the corresponding script and storyboard or mood board;

III. REMINDER IN FILLING-OUT FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

Please be reminded in filling-out the Financial Proposal Submission Form especially in the 1st paragraph which refers to the Financial Proposal and the estimated amount of the local taxes, to wit:

"We, the undersigned, offer to provide the consulting services for the Procurement of Consulting Services for the Production of the BCDA Corporate Video in accordance with your Bidding Documents dated [insert date] and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [amount in words and figures]. This amount is exclusive of the local taxes, which we have estimated at [amount(s) in words and figures]."

Please note that the term "Financial Proposal" refers to the sum of the Remuneration, Miscellaneous and other expenses that the prospective bidder shall incur for the implementation of the Consulting Service. The last sentence of the paragraph above refers to the amount of the estimated local taxes for this Consulting Service.

The BAC-C would like to emphasize that the Total Financial Proposal of the prospective bidder should be within the Approved Budget for the Contract amounting to the sum of Pesos: Five Million and 00/100 (PhP 5,000,000.00), inclusive of all applicable taxes, fees and incidental expenses, in order for the said Financial Proposal to be accepted.







IV. PRESENTATION FOR THE PRE-BID CONFERENCE

The presentation discussed during the Pre-bid Conference held on 14 August 2025 can be accessed using the link below:

https://tinyurl.com/Pre-bidC-Pres-CV

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.

V. SCHEDULE OF PROCUREMENT ACTIVITIES*

Activities		Time	Date	
1	Pre-bid Conference	10:00 AM	14 August 2025	
2	Deadline for Requests for Clarification	5:00 PM	18 August 2025	
3	Issuance of Bid Bulletin		21 Augi	ust 2025
5	Deadline for Submission of Technical and Financial Proposals	9:00 AM	28 Augu	ust 2025
6	Opening and Preliminary Examination of Technical Proposals and Oral Presentation	10:00 AM	28 August 2025	
7	Evaluation of Technical Proposals		29 August 2025	03 September 2025
9	Notification/Invitation for Opening of Financial Proposals		03 September 2025	
10	Opening of Financial Proposals	10:00 AM	04 September 2025	
11	Evaluation of Financial Proposals		04 September 2025	08 September 2025
12	Notification of HRB/SRB on Negotiation		15 September 2025	

^{*} subject to change







VI. REMINDERS

a. General Notes/Reminders

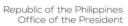
- 1 All data on the forms shall be correct and consistent
- 2. All forms shall be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
- 3. The CVs of all the nominated key personnel shall be supported with valid licenses/professional registrations, 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 prospective bidder 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 prospective bidder 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 prospective bidder out of the data furnished by BCDA in relation

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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 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	Š	
• 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	Inico	
TPF 4 - Description of the Methodology and Work Plan for Performing the Project	V	
• TPF 5 - Team Composition and Task	V	
• TPF 6A to 6D - CV for Proposed Professional Staff	(should also be duly signed by the nominated Key Personnel)	<i>></i>
• TPF 7 - Time Schedule for Professional Staff	>	
TPF 8 - Activity (Work) Schedule	V	
Omnibus Sworn Statement	V	V
Secretary's Certificate/Special Power of Attorney	V	V







Technical Proposal, which will include: Company Profile; → Project portfolio including awards received related to production. corporate video television commercials digital branding and marketing campaign; → At least one (1) proposed Concept, Theme, and Copy Treatment of the video, and the corresponding script storyboard or mood board; → At least one (1) proposed comprehensive video sample or mood board/video indicating the visual pegs, storyline, and production design along with a edit-down version in storyboard or video format; → Corporate profile showing the list of clients, sample of video

Proposal in a flash drive for BCDA's evaluation.

For the Financial Proposal Forms:

and

works, and relevant projects;

Electronic file of the Technical

	Financial Proposal Fo	rms	Duly signed by the Authorized Representative	Duly Notarized
•	FPF 1 - Financial Submission Form	Proposal	V	V







Republic of the Philippines

FPF 2 - Summary of Costs	V	
• FPF 3 - Breakdown of Price per Activity	>	•
• FPF 4 - Breakdown of Remuneration per Activity	>	
• FPF 6 - Miscellaneous Expenses	V	

- 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 28 August 2025, Thursday. Late submission of Technical and Financial Proposals shall not be accepted. The prospective 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 (Php 10,000.00)**.

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/BidForms-CV

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 prospective 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 <u>10:00 AM, 28 August</u> <u>2025, Thursday,</u> 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/OpenTechn-CV

Meeting ID: 812 1704 3514 **Passcode:** 981147

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 21st day of August 2025.



Bids and Awards Committee for Consulting Services

BACC2025-0311



