

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, <i>“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.”</i> 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 <i>"No alternative professional staff shall be proposed, and only one Curriculum Vitae (CV) may be submitted for each position."</i> During the eligibility phase of the bid, we have clarified during the	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. 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.
3. 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.
4. 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.
5. 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: https://drive.google.com/file/d/1qEOeZOsm5L0i2ZbQ63x3Lh_p3DfrJcR2/view?usp=sharing To reiterate, these forms cannot be consolidated into one (1) form as these are prescribed forms.

FPF 3. BREAKDOWN OF PRICE PER ACTIVITY

Procurement of Consulting Services for the Production of the BCDA Corporate Video

Activity No. _____	Activity Name: _____	Description: _____
Price Component		Amount in Philippine Peso
Remuneration		
Miscellaneous Expenses		
Subtotal		

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]
(Title)
Date: _____

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Procurement of Consulting Services for the Production of the BCDA Corporate Video

Activity No. _____		Name: _____		
Names	Position	Input	Remuneration Currency (ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				

FPF 5. MISCELLANEOUS EXPENSES

Procurement of Consulting Services for the Production of the BCDA Corporate Video

Activity No. _____		Activity Name: _____			
No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs between _____ and _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: vehicles, computers, etc.				
4.	Software				
	Grand Total				

Do "Activity No." and "Activity Name" mean the Scope of Work from pages 113 to 114 of the Terms of Reference (TOR)? For the description, it's on the "Deliverables" portion. Can we consolidate this into one FPF, whichever activity is applicable?

6. When are we going to receive the materials to comply with the technical requirements for one (1) 30-second comprehensive video sample applying the concepts, etc.?

To aid in the preparation of the required 30-second comprehensive video sample for the oral presentation, the necessary materials may be accessed through the following Google Drive link:

https://drive.google.com/drive/u/0/folders/18ZYDppbXJUDrV46Gp5mao_EvJyc6CizV

	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.
7. Regarding marketing and branding guidelines, will we be provided with any 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/18ZYDppbXJUDrV46Gp5mao_EvJyc6CizV
8. With regard to the messaging, you mentioned that the target audience are investors, government partners, and the Filipino people. The investors and government partners will be pretty easy for messaging, as we are looking at a more institutional kind of delivery of the content. But for the Filipino people, how are they supposed to receive the video? What is the impact that we would want them to feel after watching 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.
9. How many minutes are allocated for the 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 the corresponding scripts 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 video, and the corresponding scripts 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.		

Please clarify.

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)*

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

4. On Technical Proposal Form (TPF) No. 7: Time Schedule, what do you mean by “<i>Man-Months</i>”, and what “<i>Reports Due/Activities</i>” 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: <table><tr><th>Position</th><th colspan="7">Man-Months</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>Producer</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> 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.	Position	Man-Months								1	2	3	4	5	6	7	Producer							
Position	Man-Months																								
	1	2	3	4	5	6	7																		
Producer																									
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 of 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 format, such as “<i>1. Monthly Assessment and Implementation Reports, Post-Training Report, and Final Report?</i>” May we please request a sample of the actual bid submission for TPF Nos. 7 and 8?	<u>On TPF No. 8 (A) query:</u> 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. <u>On TPF No. 7 (B) query:</u> 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/1vYIj9JlrPoZwNPEjTvrJm_-EiAc3-dyK?usp=sharing																								

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			Checklist and Tabbing of Technical Proposal		
Tab No.	Form No.	Description	Tab No.	Form No.	Description
1	TPF 1	Technical Proposal Submission Form	1	TPF 1	Technical Proposal Submission Form
2	-	Bid Securing Declaration Form	2		Bid Securing Declaration Form
3	TPF 2	Consultant's References	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	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	5	TPF 4	Description of the Methodology and Work Plan for Performing the Project
6	TPF 5	Team Composition and Task	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

7	TPF 6A	Producer			Special Power or Attorney Format
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			
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	12		Other inclusions: - Company Profile - 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

		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.
--	--	---

Checklist and Tabbing of Financial Proposal

Tab No.	Form No.	Description
1	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	3	FPF 3	Breakdown of Price per Activity
5	FPF 5	Miscellaneous Expenses	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 August 2025	
5	Deadline for Submission of Technical and Financial Proposals	9:00 AM	28 August 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

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	✓	
• 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	✓	✓

• 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 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; and → Electronic file of the Technical Proposal in a flash drive for BCDA's evaluation.		
---	--	--

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 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.bcdagov.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 **10:00 AM, 28 August 2025, Thursday**, 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.


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

BACC2025-0311