

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE BCDA STRATEGIC
COMMUNICATIONS AND DEVELOPMENTAL ADVOCACY PROGRAM**

Bid Bulletin No. 3

This Bid Bulletin clarifies queries/questions raised during the Pre-eligibility Conference held on 05 September 2025 pertaining to the above-cited Consulting Services.

I. QUERIES/QUESTIONS BY THE PROSPECTIVE BIDDERS

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

Queries/Questions	Clarifications/Responses
1. Are electronic signatures allowed?	Yes, electronic signatures are acceptable. However, for the notarized documents (e.g., Secretary's Certificate, Special Power of Attorney, etc.), wet signatures are required.
2. Are the Curricula Vitae (CVs) required to be notarized?	First Stage. CVs are not required to be notarized for the submission of eligibility documents on 19 September 2025. Second Stage. Once shortlisted, bidders must submit notarized CVs as part of their Technical Proposal.
3. Will BCDA provide baseline research or past communication plans as reference?	Prospective bidders are encouraged to review BCDA's press releases, annual reports, and Collective magazines available on the BCDA website from the past 12 months. Existing communication plans will be provided to the winning bidder. However, conducting updated baseline research remains the consultant's responsibility.
4. How many revisions will be allowed for submitted outputs?	Outputs are subject to the approval of BCDA top management. Revisions may be required as necessary. The communication plan must be responsive to emerging issues and reputational risks throughout the contract duration.

	Please refer to Section 4.1 of the Terms of Reference (TOR), page 114 of the bidding documents.
5. What media and social monitoring tools does BCDA currently use?	BCDA engages a third-party media monitoring firm to track BCDA-related news across quad-media platforms (print, online, TV, and radio). Currently, BCDA does not use a social media monitoring tool. Consultants are encouraged to propose additional tools or methodologies to strengthen its monitoring and evaluation. Please refer to Section 4.4 of the TOR, page 115 of the bidding documents.
6. Does BCDA have existing branding/messaging guidelines that the consultant should follow?	Yes, BCDA has existing communication plans and branding guidelines, which will be shared with the winning bidder for reference and alignment.
7. For the ten (10) BCDA feature articles/editorials, are these expected to be published in all listed platforms (<i>print, TV, radio, online</i>) or spread across them?	The 10 feature articles/advertorials/op-ed pieces may be distributed across platforms (<i>print, online, TV, or radio</i>) based on strategic placement and audience reach, subject to BCDA approval.
8. For one (1) communication workshop/seminar for BCDA management and communications staff, how many participants should be expected?	The workshop/seminar will be attended by BCDA management and communication staff, with an estimated 15 to 20 pax.
9. Should the monthly report include media monitoring results, campaign analytics, and recommendations, in addition to the summary of work carried out?	Yes, monthly reports must include media monitoring results, campaign analytics, recommendations for improvement, and a summary of activities and outputs delivered. Please refer to Section 3.12 of the TOR, page 114 of the bidding documents.
10. For the workshops, it was mentioned that the logistical budget will be covered by the BCDA. Please confirm if it is not included in the financial proposal to be submitted.	Logistical expenses will be covered by BCDA and are not to be included in the financial proposal. However, the cost of the services of the resource person for the workshop must be included.

11. Will the workshop and press conference be done within Metro Manila only?	No. Activities may be conducted outside Metro Manila, including BCDA development sites such as New Clark City (Tarlac), Clark Freeport Zone (Pampanga), Camp John Hay (Baguio City), and Morong Discovery Park (Bataan). Bidders are encouraged to review BCDA's website for more information.
12. Item 3.2 of the TOR provides that, <i>"The Consultant must be a reputable communication or public relations firm, which has been in operation for at least five (5) years. In the case of joint ventures, the lead consulting firm should have at least five (5) years of business operation."</i> We would like to request if we could not limit the bidders to public relations firms.	The TOR has been approved by the Head of the Procuring Entity. As the bidding process has commenced, the terms and conditions as published must be accepted by all prospective bidders.
13. We would like to kindly request a copy of the presentation.	Please refer to Item II of this bid bulletin.

b. Queries/Questions via Email

Queries/Questions	Clarifications/Responses
1. May I confirm whether it is necessary to purchase the bidding documents prior to the submission of eligibility documents, or if this step is only required upon being shortlisted?	The purchase of bidding documents is only required upon being shortlisted.

II. PRESENTATION FOR THE PRE-ELIGIBILITY CONFERENCE

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

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

This presentation is for discussion purposes only. Should there be any inconsistencies, the bidding documents (i.e. Request for Expression of Interest, Eligibility Documents, Terms of Reference, and Bidding Forms) shall prevail over the presentation.

III. SCHEDULE OF PROCUREMENT ACTIVITIES*

Activities		Time	Date	
1	Deadline for Requests for Clarification	5:00 PM	09 September 2025	
2	Issuance of Bid Bulletin in Response to the Request for Clarifications		12 September 2025	
3	Deadline for Submission of Eligibility Documents	12:00 PM	19 September 2025	
4	Opening of Eligibility Documents and Eligibility Check	1:00 PM	19 September 2025	
5	Eligibility Check and Shortlisting		20 September 2025	26 September 2025
6	Notification on the Results of Eligibility Check and Shortlisting		30 September 2025	
7	Pre-bid Conference	1:00 PM	10 October 2025	
8	Deadline for Requests for Clarification	5:00 PM	14 October 2025	
9	Issuance of Bid Bulletin		17 October 2025	
10	Deadline of securing the bidding documents upon payment of corresponding fee	9:00 AM	24 October 2025	
11	Deadline for Submission of Technical and Financial Proposals	9:00 AM	24 October 2025	
12	Opening and Preliminary	10:00 AM	24 October 2025	

Activities		Time	Date	
	Examination of Technical Proposals			
13	Evaluation of Technical Proposals		25 October 2025	28 October 2025
14	Determination of the Highest Rated Bid (HRB) and Issuance of BAC Resolution recommending the HRB		28 October 2025	
15	Approval of the HRB by HoPE		30 October 2025	
16	Notification/Invitation for Opening of Financial Proposals		30 October 2025	
17	Opening of Financial Proposals	11:00 AM	03 November 2025	
18	Evaluation of Financial Proposals		04 November 2025	06 November 2025
19	Deliberation on the Results of the Evaluation of Financial Proposals		06 November 2025	
20	Notification of the HRB on Negotiation		06 November 2025	
21	Negotiation		07 November 2025	
22	Conduct of Post-qualification on the HRB		08 November 2025	18 November 2025
23	Deliberation on the Results of the Post-qualification and Issuance of BAC Resolution recommending the Highest rated and Responsive Bid (HRRB)		18 November 2025	
24	Issuance of Notice to Losing Bidders		18 November 2025	
25	Approval of the HRRB by HoPE		25 November 2025	

Activities		Time	Date
26	Issuance of Notice of Award		25 November 2025
27	Contract Signing and Posting of Performance Security		not later than 05 December 2025
28	Issuance of Notice to Proceed		not later than 12 December 2025

* *subject to change*

IV. OTHER CLARIFICATIONS

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

V. REMINDERS

A. General Notes/Reminders

1. All data on the forms shall be correct and consistent.
2. All forms shall be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
3. The CVs of all the nominated key personnel shall be supported with valid licenses/professional registrations, certificates of training attended, diplomas, work experiences and other supporting documents relative to the credentials of the proposed Professional staff.

For expired licenses, copy of the expired license, proof of application and payment for renewal shall be included.

4. Only contracts/projects that are supported with proofs shall be considered for evaluation, as follows:
 - Certificate of Completion or Acceptance or valid proof of final payment issued by the client, in case of completed contracts.
 - Notice of Award, Notice to Proceed or signed contracts issued by the client for ongoing contracts and for contracts awarded but not yet started.

5. Only training supported with proofs shall be considered for evaluation.
6. For the Eligibility Forms:

Eligibility Forms	Duly signed by the Authorized Representative	Duly Notarized
EF 1 - Eligibility Documents Submission Form PhilGEPS Certificate of Registration under Platinum Membership (all pages) pursuant to Section 8.5.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R. A.) No. 9184 In case of a recently expired Mayor's permit, the official receipt for renewal within the period prescribed by the concerned local government unit and the recently expired Mayor's permit shall be submitted.	✓	
EF 2 - Statement of All On-Going and Completed Government and Private Contracts, Including Contracts Awarded but not Yet Started as Well as Contracts Where Works Have Been Completed but not Yet Accepted for the Past 5 Years	✓	
EF 3A - Summary of Completed Projects for the Past 5 Years (All completed government and private contracts)	✓	
EF 3B - Summary of Ongoing Projects for the Past 5 Years (All ongoing government and private contracts, including contracts	✓	

awarded but not yet started as well as contracts where works have been completed but not yet accepted)		
• EF 4 - Consultant's References: Relevant Services Carried Out for the Past 5 Years That Best Illustrate Qualifications	✓	
• EF 5 - Summary of Curriculum Vitae (CV)	✓	
• EF6A to 6C - Format of CV for Proposed Professional Staff	✓ (should also be duly signed by the nominated Key Personnel)	
• EF 7 - Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals and of availability for the duration of the Project	✓	
Class "B" Document (if the bid is a joint venture) An executed Joint Venture Agreement (JVA) between parties, for joint venture. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid		

security. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.		
• Secretary's Certificate Format (where applicable)	✓	✓
• Special Power of Attorney Format (where applicable)	✓	✓

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative of the prospective bidder.

- B. **Deadline for Submission of Eligibility Documents.** The Eligibility Documents must be duly received by the BAC-C Secretariat through manual/physical submission at the BCDA Central Receiving and Releasing Area (CRRA), BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, **on or before 12:00 NN of 19 September 2025, Friday**. Late submission of Eligibility Documents shall not be accepted. The prospective bidders may submit their Eligibility Documents before the deadline for submission of bids to avoid late submission. The editable eligibility forms may be downloaded using the link below:

<https://tinyurl.com/EligForms-SCDAP>

Please be reminded that the reference time that will be followed shall be the computer system clock at the **BCDA-CRRA**, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City. All bidders are advised to synchronize their timepieces therewith.

- C. **Opening of Eligibility Documents and Eligibility Check.** Opening of Eligibility Documents and Eligibility Check shall be on **or before 01:00 PM of 19 September 2025, Friday** 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/Open-EligD-SCDAP>

Meeting ID: 840 8300 2063

Passcode: 585082

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

All prospective bidders are also reminded to regularly check the PhilGEPS and BCDA's website for updates, advisories and postings of Bid Bulletin in relation to this procurement activity.

This Bid Bulletin shall be considered an integral part of the Bidding Documents for the afore-cited Consulting Services. All provisions and statements in the Bidding Documents for the Consulting Services inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued this 12th day of September 2025.



ENGR. RICHARD BRIAN M. CEPE

Vice Chairperson

Bids and Awards Committee for Consulting Services

