

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

**PROCUREMENT OF CONSULTING SERVICES OF A HIGHLY TECHNICAL  
CONSULTANT UNDER THE OFFICE OF THE CHAIRPERSON**

**RESOLUTION NO. 2025-027**

**WHEREAS**, on 18 December 2024, the President and Chief Executive Officer (PCEO), Head of Procuring Entity (HoPE), approved the 2025 Annual Procurement Plan (APP) for Consulting Services of the Bases Conversion and Development Authority (BCDA) upon recommendation of the Bids and Awards Committee for Consulting Services (BAC-C);

**WHEREAS**, the 2025 APP for Consulting Services includes an item entitled, "Technical Consultancy Services" by the Office of the Chairperson (OC), to be undertaken through Section 35.7 (Highly Technical Consultants) of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 12009 with an Approved Budget for the Contract in the amount of Pesos: One Million Four Hundred Forty Thousand and 00/100 (PhP1,440,000.00) annually, inclusive of applicable taxes and fees through BCDA's Corporate Budget;

**WHEREAS**, said engagement was through Negotiated Procurement for Highly Technical Consultant, pursuant to Section 35.7 of the IRR of R.A. No. 12009 whose consulting services are primarily confidential and policy determining, where trust and confidence are the primary consideration;

**WHEREAS**, in a memorandum dated 03 December 2024, the SVP-CSG recommended the engagement of the services of Atty. Jihan D. Llames as a Highly Technical Consultant (HTC) in the OC, through Negotiated Procurement for Highly Technical Consultant, pursuant to Section 35.7 of the IRR of R.A. No. 12009, for a period of six (6) months, renewable at the option of the HoPE, but in no case shall exceed the term of the latter, in the amount of Pesos: Ninety Thousand and 00/100 (PhP 90,000.00) per month, inclusive of all applicable taxes and fees. The scope of the consulting services shall be subject to the Terms of Reference (TOR);

**WHEREAS**, Section 35.7 – Highly Technical Consultant of IRR of R.A. No. 12009 provides that, "In the case of individual consultants hired to do work that is (i) highly technical or proprietary; or (ii) primarily confidential or policy determining; Provided, That in both instances, trust and confidence are the primary considerations for the hiring of the consultant: Provided, however, That the term of the individual consultant shall, at the most, be on a yearly basis, renewable at the option of the appointing HoPE, but in no case shall exceed the term of the latter;



**WHEREAS**, the following are the scope of services of the Consultant as provided under the TOR:

**Policy Advisory**

1. Conduct policy reviews related to projects, activities, and programs of the BCDA requiring the approval of the Board of Directors and/or the concurrence of the Chairperson;
2. Provide inputs on medium-to long-term plans of BCDA;
3. Draft executive briefs, concept notes, and/or position papers to support decision-making by the Chairperson;

**Technical Support**

4. Provide technical support to the Chairperson in handling highly confidential and sensitive information to ensure the prompt compliance with the directives of the Chairperson and the efficient implementation of the BCDA projects;
5. Establish a network and act as a linkage between the Office of the Chairperson, government agencies, and the private sector in order to ensure effective and timely implementation of the BCDA projects;
6. As may be mutually determined by the Parties, attend and participate in meetings, consultations, conferences, and fora in matters related to the BCDA;
7. Submit a monthly accomplishment report to the Chairperson; and
8. Perform other functions as may be directed by the Chairperson.

**WHEREAS**, on 16 September 2025, the BAC-C sent a letter of invitation to Atty. Jihan D. Llames inviting her to work with BCDA in a consulting capacity for the aforementioned services;

**WHEREAS**, on 17 September 2025, in response to BAC-C's Letter of Invitation, Atty. Jihan D. Llames submitted her Letter of Intention supported with an updated Curriculum Vitae (CV), BIR Certificate of Registration, and PhilGEPS registration number. Thereafter, the BAC-C TWG evaluated the qualifications of Atty. Jihan D. Llames based on the aforementioned documents;

**WHEREAS**, on 29 September 2025, the BAC-C TWG presented the results of the evaluation of the PhilGEPS Registration, BIR Certificate of Registration, and CV of Atty. Jihan D. Llames, together with the documents submitted by the end-user. The BAC-C deliberated the results and found Atty. Atty. Jihan D. Llames to be legally, technically, and financially capable to undertake and fulfill the consulting services, in compliance with Section 35.7 of the IRR of R.A. No. 12009, to wit:

*"ii. xxx Considering the nature of the consultancy work, the negotiations need not be*

*elaborate, it is enough that the BAC has validated that the individual is legally, technically and financially capable to undertake and fulfill the consultancy work based on the Terms of Reference..”*

**WHEREAS**, the said procurement process is also in accordance with BCDA Guidelines and Procedures on the Engagement and Renewal of Contract of a Highly Technical Consultant;

**WHEREAS**, the BAC-C reviewed and verified the findings of the BAC-C TWG and resolved to adopt and approve the aforesaid recommendations;

**WHEREAS**, on 30 September 2025, the BAC-C conducted the negotiation with Atty. Jihan D. Llames pursuant to Section 35.7.1(a) of the IRR of R.A. No. 12009, wherein the members of the BAC-C verified with Atty. Jihan D. Llames her agreement with the TOR required by the consultancy services; and

**WHEREAS**, Section 35.7.1(b) of the IRR of RA No. 12009 states that the BAC shall recommend to the HOPE the award of contract to the individual consultant.

**NOW, THEREFORE**, foregoing considered, We, the Members of the Bids and Awards Committee for Consulting Services, hereby RESOLVE as it is hereby RESOLVED, to:

- 1) Direct the end-user to furnish the BAC-C copies of the duly conformed Notice to Proceed (NTP), as well as the executed contract for the Procurement of Consulting Services of a Highly Technical Consultant in the Office of the Chairperson; and
- 2) Recommend to the Head of the Procuring Entity, through its duly authorized signatory, the award and issuance of Notice of Award (NOA) of the **Contract for the Consulting Services of a Highly Technical Consultant in the Office of the Chairperson** to Atty. Jihan D. Llames as she is legally, technically, and financially eligible and capable to undertake and fulfill the highly technical consultancy work, through Negotiated Procurement pursuant to Section 35.7 of the IRR of RA No. 12009 for a period of six (6) months, renewable at the option of the HoPE, but in no case shall exceed the term of the latter, in the amount of monthly rate of **Pesos: Ninety Thousand and 00/100 (PhP 90,000.00)**, or a total of **Pesos: Five Hundred Forty Thousand and 00/100 (PhP 540,000.00)**, inclusive of all applicable taxes and fees, which shall be chargeable against the CY 2025 approved OC's MOOE budget.

**RESOLVED**, at the BCDA Corporate Center Office, this 30<sup>th</sup> day of September 2025.



**BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES (BAC-C)**

  
**ATTY. GISELA Z. KALALO**  
Chairperson

  
**ENGR. RICHARD BRIAN M. CEPE**  
Vice Chairperson

  
**MADONNA M. CINCO**  
Member

*On Official Business*  
**ERWIN KENNETH R. PERALTA**  
Member

  
**ATTY. NOVELYN B. CARINAN**  
Member

Approved by:

  
**ATTY. ELVIRA V. ESTANISLAO**  
Senior Vice President, Corporate Services Group