

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. 5

This bid bulletin clarifies the queries/questions raised during the Pre-bid Conference held on 13 October 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. Under which scope does social media content fall, and are there specific deliverables such as art cards or posters?	Social media content falls under Section 3.5 (Editorial Services) of the TOR. The consultant may be asked to produce press releases, editorials, column feeds, letters to the editor, and digital content such as social media cards, quotes, or reels, as instructed by BCDA. Specific deliverables will be shared upon onboarding.
2. Is video production required?	Only minimal video production is expected, specifically for Facebook reels. No high-quality video production is required.
3. Will communications and publicity support involve extensive content production?	No. Content production will be minimal and focused solely on Facebook.
4. Will BCDA shoulder logistical costs for workshops, including kits?	BCDA will cover venue and participant meals. The consultant shall shoulder the cost of workshop kits and resource speakers.
5. Will the consultant be responsible for producing physical workshop materials (e.g., notebooks, kits, modules)?	Yes, the consultant shall handle the production of these materials.
6. Where will the workshop be held?	Workshops will be conducted in Metro Manila, preferably in Bonifacio Global City (BGC).

7. Will the consultant be required to travel outside Metro Manila for other activities?	Yes. For publicity and communications events, the consultant may be required to travel to locations such as Clark and Camp John Hay in Baguio.
8. For FPF 5, can equipment rental and software subscriptions be included under miscellaneous expenses?	Yes, both rental and subscription costs may be included, provided the total cost remains within the ABC of PHP 10,000,000.
9. Can supplies and transportation expenses be included?	Yes, these may be included.
10. What electronic files are required for the presentation?	Bidders must submit electronic copies of their communication plans and their presentation in a flash drive.
11. Is an electronic copy of the company profile also required?	Yes. It should be included in Tab 11 of the Technical Proposal and in the flash drive.
12. For FPF 4, can additional staff be included beyond those submitted during the eligibility stage?	Yes. Additional staff may be reflected in FPF 4. However, only the three key personnel are required to submit CVs.
13. Should additional staff be reflected in the Technical Proposal Forms (TPFs)?	No. Only the three key personnel should be included in the TPFs. Additional staff should be reflected in the FPFs only.

b. Queries/Questions sent via Email

Queries/Questions	Clarifications/Responses
1. We would like to confirm which form should be used for Miscellaneous Expenses? Should we follow FPF 5 or FPF 6?	FPF 6. Please refer to page 151 of the Bidding Documents.

II. 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 Strategic Communications and Developmental Advocacy Program 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: Ten Million and 00/100 (PhP 10,000,000.00), inclusive of all applicable taxes, fees and incidental expenses, in order for the said Financial Proposal to be accepted.

III. PRESENTATION FOR THE PRE-BID CONFERENCE

The presentation discussed during the Pre-bid Conference held on 13 October 2025 can be accessed using the link below:

<https://tinyurl.com/Pre-bidC-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.

IV. SCHEDULE OF PROCUREMENT ACTIVITIES*

	Activities	Time	Date
1	Pre-bid Conference	10:00 AM	13 October 2025
2	Deadline for Requests for Clarification	5:00 PM	17 October 2025
3	Issuance of Bid Bulletin		20 October 2025
5	Deadline for Submission of Technical and Financial Proposals	9:00 AM	28 October 2025
6	Opening and Preliminary Examination of Technical Proposals and Oral Presentation	10:00 AM	28 October 2025

Activities		Time	Date	
7	Evaluation of Technical Proposals		28 October 2025	31 October 2025
9	Notification/Invitation for Opening of Financial Proposals		04 November 2025	
10	Opening of Financial Proposals	10:00 AM	06 November 2025	
11	Evaluation of Financial Proposals		07 November 2025	10 November 2025
12	Notification of HRB/SRB on Negotiation		10 November 2025	

* *subject to change*

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. 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 6C - 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: → Overall Communication Plan; → Electronic file of the Corporate profile; and → Electronic File of the Presentation.		

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 October 2025, Tuesday.** 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/Bid-Forms-SCDAP>

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 October 2025, Tuesday,** 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-Tech-SCDAP>

Meeting ID: 827 6855 3245

Passcode: 543946

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.

The Oral Presentation will take place following the Opening of Technical Proposals. Each prospective bidder will be given ten (10) to fifteen (15) minutes to present.

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 20th day of October 2025.


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