

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

**Consulting Services for the Production of the BCDA 2018 Annual Report**

**Bid Bulletin No. 3**

April 29, 2019

This Bid Bulletin contains the Minutes of the Pre-Bid Conference held on 24 April 2019, 11:00 AM at the BCDA Lobby Hall in Bonifacio Technology Center. This Bid Bulletin contains clarifications and modifications and shall form an integral part of the Bid Documents.

**PART I. MINUTES OF THE PRE-BID CONFERENCE**

**I. Attendees**

BAC-C

Joanna Eileen M. Capones	Vice-Chairperson
Jocelyn L. Caniones	Member
Gualberto J. Oyzon, Jr.	Member
Virgil M. Alvarez	Member

TWG

Marinell R. Paclibar  
Merle Gay D. Rosete  
Novelyn B. Carinan

Secretariat

Jeff Randell B. Viñas  
Miriam B. Daniwan

End-user

Maricar Villamil  
Patricia Cailao

Representative of the Shortlisted and Eligible Bidder

Atty. Allen L. Espino                      FORA Communications, Inc.



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II. CALL TO ORDER:

There being a quorum, Vice-Chairperson Capones called the pre-bid conference to order at 11:25 AM. Vice-Chair Capones welcomed the representative of the shortlisted and eligible bidder.

III. PRE-BID CONFERENCE PROPER

A. Maricar Villamil, end-user/proponent of the procurement, proceeded with the presentation to the prospective bidders. *Please refer to Annex A for a copy of the powerpoint presentation.*

The salient points were as follows:

- a. **Important Reminder** - it is expected of and is the responsibility of the Prospective Consultants to comply with all the requirements stated by the Procuring Entity
- b. **Evaluation Procedure** - the Quality-Based Evaluation (QBE) Procedure shall be used to determine the Highest Rated Bid.
- c. **Approved Budget for the Contract** - the Approved Budget for the Contract (ABC) is One Million Five Hundred Thousand Pesos (PhP1,500,000.00), inclusive of all applicable taxes, fees and incidental expenses.
- d. **Bid Security** - the bid security, issued in favor of the Procuring Entity, in the amount stated in the BDS shall be equal to the percentage of the ABC in accordance with the following schedule and forms:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
Cash or cashier's/ manager's check or bank draft/guarantee or irrevocable letter of credit.	Two Percent (PhP 30,000.00)
Surety Bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument	Five percent (PhP 75,000.00)
Bid Securing Declaration (duly signed and notarized)	No percentage required

Bids not accompanied by an acceptable bid security shall be rejected. Bids should remain valid 120 days after the deadline of submission of Bids.

- e. **Important Reminder** - In preparing the Bids, the CONSULTANTS should strictly follow the format of the Technical Proposal-Standard Forms and the Financial Proposal-Standard Forms. Information and data required in each of the forms should be accurately and properly supplied by the CONSULTANTS. Failure to provide the appropriate and complete information may cause the CONSULTANT'S Bid to become non-responsive and, hence, may result to the rejection of the Bid.

Technical Proposal

Eight (8) Technical Proposal Forms (TPF)

Note: The Technical Proposal shall not include any financial information and any Technical Proposal containing financial information shall be declared non-responsive.

Financial Proposal

Five (5) Financial Proposal Forms (FPF)

Note: All cost shall be denominated and payable in Philippine Pesos

Reference	Important point
Technical Proposal	
TPF 1	Must be signed by the authorized representative.  With this Form, the CONSULTANT acknowledges BCDA's right to audit and inspect all records relating to the preparation of Bids and the execution of any resultant contract. BCDA's right extends not only to those CONSULTANTS that are awarded the contract but all those that submitted Bids.
TPF 2	The CONSULTANT is advised to provide all pertinent information and data required in this Form. Missing information or data may cause the CONSULTANT to get a rating of ZERO (0) in some of the criterion which will be used in the Evaluation of Bids.  Supporting documents are required to be attached as part of this form. Supporting documents are Copy of Certificate of Completion or Proof of Final Payment.
TPF 4	The CONSULTANT is advised to discuss in detail the work plan and Methodology that the CONSULTANT will use in undertaking the studies of each and every component enumerated under the Scope of Services in the Terms of Reference for this Project, namely: <ul style="list-style-type: none"><li>• Graphic design services</li><li>• Editorial Services</li><li>• Professional photography services (including use of Drone)</li><li>• Prepare print specifications based on concept/design</li><li>• Perform basic color separation services and computer work services.</li><li>• Overall supervision of the production of the Annual Report, including the printing, post production and coordination with BCDA.</li><li>• Others</li></ul>
TPF 6	Each of the CVs of the key personnel must be notarized.

Omnibus Sworn Statement	Must be notarized
Bid Securing declaration	Must be notarized
Financial Proposal	
FPF 1	Must be signed by the authorized representative
FPF 2	Inclusive of all applicable taxes and fees
FPF 5	This form is not applicable. Reimbursements are not allowed.

f. Components of technical proposal

- Two (2) proposed concepts/themes for the BCDA 2018 Annual Report;
- Two (2) copywriting samples on the overall concept design (theme and rationale)
- Two (2) copywriting samples of published works of the copy editor;
- Electronic file of the Corporate Profile;
- Electronic file of the presentation; and
- Portfolio of the Photographer

g. Creative Team Composition

- One (1) Account Manager
- One (1) Creative Director
- One (1) Managing Editor/Senior Writer and
- One (1) Photographer

h. Timetable

Production timetable for the 2018 Annual Report from concept to delivery will be three (3) to six (6) months from the Consultant's actual receipt of the Notice to Proceed (NTP).

Delivery dates may be changed, subject to written consent of BCDA. Consent of BCDA to such change shall be obtained at least one week prior to the original delivery date.

i. Criteria for Evaluation of Bidders

Evaluation Criteria	Score	Required Minimum Technical Score
Applicable experience of the Consultant (20%)	20%	
Qualification of personnel who shall be assigned to the project (20%)	20%	
Plan of Approach and Project Methodology (60%)	60%	
<b>TOTAL SCORE</b>	<b>100%</b>	<b>70%</b>

Oral presentation of the proposal and the projects previously handled by the Consultant is required as part of the evaluation.

j. Envelope Labeling

k. Reminders

- Deadline of submission. To avoid late submission, please synchronize your watches/clocks with the time of the digital clock at the BCDA RECEIVING AREA.
- Take note of the dates in the attachments. (e.g. certificates of satisfactory completion for completed projects).
- ALL PAGES of the Bidding Documents to be submitted should be initialed by the company's authorized representative using BLUE INK.

l. Revised Schedule of Activities

Activity	Schedule
Deadline of Submission of Bids	9 MAY 2019 (Thursday), 1:00 PM
Opening of Technical Proposal	9 MAY 2019 (Thursday), 1:30PM
Oral Presentation	9 MAY 2019 (Thursday), 2:00PM

m. Terms of Reference (please refer to the bidding documents)

Correction and Clarification in the Terms of Reference

Photography Services

Terms of Reference	Correction
TOR 2.3.2 Expenses related to land transportation, shoot expenses (e.g. clearance fees, etc.) and meals of the crew, BCDA-CCO staff, subsidiary representatives and models are included in the budget.	BCDA shall provide the models. Hence, not included in the budget.

The consultant may utilize photos to be provided by BCDA. However, all raw materials provided by BCDA, including physical files must be returned to BCDA.


C. No questions were raised during the Question and Answer portion of the Pre-Bid Conference.

#### IV. CLOSING OF THE PRE-BID CONFERENCE

Vice-Chairperson Capones thanked the representative of the bidder for attending the pre-bid conference and reminded them that the deadline for clarifications is on 26 April 2019 at 5:00 PM while the issuance of the bid bulletin and minutes of meeting will be on 29 April 2019. There being no other matters to discuss, the conference was adjourned.

For information.

BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES

  
JOSHUA M. BINGCANG  
Chairperson



#PartnerForChange

**BCDA**  
Basin Conversion and  
Development Authority

**PRE-BID CONFERENCE  
CONSULTING SERVICES FOR THE PRODUCTION  
OF THE BCDA 2018 ANNUAL REPORT**

APRIL 24, 2019  
BCDA Corporate Office

## **IMPORTANT REMINDERS**

**At the onset, let it be clear, that it is expected of and is the responsibility of the Prospective Consultants to comply with all the requirements stated by the Procuring Entity.**

# INSTRUCTIONS TO BIDDERS

## Evaluation Procedure

**The Quality-Based Evaluation (QBE) Procedure shall be used to determine the Highest Rated Bid.**

## Approved Budget for the Contract

**The Approved Budget for the Contract (ABC) is One Million Five Hundred Thousand Pesos (PhP1,500,000.00), inclusive of all applicable taxes, fees and incidental expenses.**

**Bids exceeding the ABC shall automatically be rejected.**

# BID SECURITY

**The bid security, issued in favor of the Procuring Entity, in the amount stated in the BDS shall be equal to the percentage of the ABC in accordance with the following schedule and forms:**

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
Cash or cashier's/ manager's check or bank draft/guarantee or irrevocable letter of credit.	Two Percent (PhP 30,000.00)
Surety Bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument	Five percent (PhP 75,000.00)
Bid Securing Declaration (duly signed and notarized)	No percentage required

**Bids not accompanied by an acceptable bid security shall be rejected. Bids should remain valid 120 days after the deadline of submission of Bids.**



## **COMPONENTS OF A BID**

- **Technical Proposal**
  
- **Financial Proposal**

## **IMPORTANT REMINDER**

**In preparing the Bids, the CONSULTANTS should strictly follow the format of the Technical Proposal-Standard Forms and the Financial Proposal-Standard Forms. Information and data required in each of the forms should be accurately and properly supplied by the CONSULTANTS. Failure to provide the appropriate and complete information may cause the CONSULTANT'S Bid to become non-responsive and, hence, may result to the rejection of the Bid.**

# TECHNICAL PROPOSAL

## Eight (8) Technical Proposal Forms (TPF)

**Note: The Technical Proposal shall not include any financial information and any Technical Proposal containing financial information shall be declared non-responsive.**

**TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM**  
(Letterhead)

[Date]

The Bids and Awards Committee – Consulting Services  
Bases Conversion and Development Authority  
2/F Bonifacio Technology Center  
31<sup>st</sup> Street corner 2<sup>nd</sup> Avenue, Bonifacio Global City  
Taguig City

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

In accordance with ITB Clause 21.1, we confirm that the information contained in the eligibility documents submitted earlier together with the Expression of Interest remain correct as of the date of bid submission.

If negotiations are held during the period of bid validity, i.e., before [insert date], we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with GCC Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not. We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

## **TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM**

**Note: With this Form, the CONSULTANT acknowledges BCDA's right to audit and inspect all records relating to the preparation of Bids and the execution of any resultant contract. BCDA's right extends not only to those CONSULTANTS that are awarded the contract but all those that submitted Bids.**

**TPF 2. CONSULTANT'S REFERENCES**  
 Relevant Services Carried Out in the Last Ten Years  
 That Best Illustrate Qualifications

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(Profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services:
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

\_\_\_\_\_  
 [Signature over printed name of Authorized Representative]  
 [Title]  
 [Name of Firm]

**TPF 2. CONSULTANT'S REFERENCES**

**Note: The CONSULTANT is advised to provide all pertinent information and data required in this Form. Missing information or data may cause the CONSULTANT to get a rating of ZERO (0) in some of the criterion which will be used in the Evaluation of Bids.**

***Supporting documents are required to be attached as part of this form. Supporting documents are Copy of Certificate of Completion or Proof of Final Payment***

**TPF 3. COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE**

\_\_\_\_\_

**TPF 3. COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE**

\_\_\_\_\_  
 [Signature over printed name of Authorized Representative]  
 [Title]  
 [Name of Firm]

## **TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT**

The **CONSULTANT** is advised to **discuss in detail** the work plan and Methodology that the **CONSULTANT** will use in undertaking the studies of each and every component enumerated under the Scope of Services in the Terms of Reference for this Project, namely:

- **Graphic design services**
- **Editorial Services**
- **Professional photography services (including use of Drone)**
- **Prepare print specifications based on concept/design**
- **Perform basic color separation services and computer work services.**
- **Overall supervision of the production of the Annual Report, including the printing, post production and coordination with BCDA.**
- **Others**

## **TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT**

### TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT

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- *An Oral Presentation is required for TPF 4. The Oral Presentation shall include company profile of the bidder and its regional communications firm affiliate and its Technical Proposal*
- *Include as part of this TPF4 the printout of the Methodology and Work Plan, the presentation and the flash drive containing the file to be used in the Oral Presentation. Bidder should be able to address compatibility issues by bringing your own laptop or saving the presentation in PDF format.*

\_\_\_\_\_  
[Signature over printed name of Authorized Representative]  
[Title]  
[Name of Firm]

**TPF 5. TEAM  
COMPOSITION AND TASK**

TPF 5. Team Composition and Task

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Key Staff		
Name	Position	Task
1	Account Manager	
2	Creative Director	
3	Managing Editor/Senior Writer	
4	Photographer	

Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and other parties or stakeholders.

\_\_\_\_\_  
 [Signature over printed name of Authorized Representative]  
 [Title]  
 [Name of Firm]

**TPF 6.  
FORMAT OF  
CURRICULUM VITAE  
(CV) FOR PROPOSED  
PROFESSIONAL STAFF**

TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR  
PROPOSED PROFESSIONAL STAFF

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Proposed Position: \_\_\_\_\_  
 Name of Firm: \_\_\_\_\_  
 Name of Staff: \_\_\_\_\_  
 Registered Profession: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Years with Firm: \_\_\_\_\_ Current Position in the Firm: \_\_\_\_\_

**Education**  
*[Summarize college/university and other specialized education, giving names of schools, dates attended, and degrees obtained using the matrix below]*

College/University	Degree/Title Obtained	Inclusive Dates

**Trainings/Seminars**  
*[Summarize the trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]*

Title/Description	Conducted by	Inclusive Dates	Venue	Involvement*

**TPF 6.  
FORMAT OF  
CURRICULUM VITAE  
(CV) FOR PROPOSED  
PROFESSIONAL STAFF**

**Projects Undertaken / Major Accounts Handled:** Provide outline of projects undertaken using the matrix below

List all accounts/projects within the period for the last five (5) years. Similar projects are annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.

Provide the names and address of employing company using the matrix below and continue on separate sheet if necessary

Title/Description	Conducted by	Inclusive Dates	Venue	Involvement*

**Projects Presently Being Undertaken**  
[Provide outline of on-going projects using the matrix below]

Title/Description	Client	Position	Start Date	End Date

**Memberships in Professional Societies**  
[Give an outline of memberships in professional societies using the matrix below]

Name of Society/Commission	Date of Conferment/Registration	License/Professional Number	Validity Date

**Languages**  
[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

**Employment Record:**  
[Starting with present position, list in reverse order every employment held by nominated staff. List all positions since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. Indicate relevant work experience of staff in his/her nominated position. For experience in last ten years, also give types of activities performed and client references, where appropriate]

**TPF 6.  
FORMAT OF  
CURRICULUM VITAE  
(CV) FOR PROPOSED  
PROFESSIONAL STAFF**

**Certification:**

I, *[full name of proposed professional staff]*, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience

**Commitment:**

I further commit that I shall work for the Consulting Service for the Production of the BCDA 2018 Annual Report as *[nominated position]* of *[name of bidding firm]* once awarded the contract.

Date \_\_\_\_\_

*[Signature over printed name of nominated key staff]*

Date \_\_\_\_\_

*[Signature over printed name of authorized representative of the firm]*

**Important Note:** Provide applicable documents to substantiate professional registration, educational attainment and trainings undertaken. Only these attainments and undertakings with supporting documents will be considered for evaluation.

**TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

**TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)						Number of Months
			1	2	3	4	5	6	
									Subtotal (1)
									Subtotal (2)
									Subtotal (3)
									Subtotal (4)

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_  
 Location: \_\_\_\_\_ Signature: \_\_\_\_\_

(Authorized representative)  
 Full Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_

**TPF 8. ACTIVITY (WORK) SCHEDULE**

**TPF 8. Activity (Work) Schedule**

**A. Activity (Work) Schedule (in Bar Chart)**

[1<sup>st</sup>, 2<sup>nd</sup>, etc. are months from the start of project]

Activity (Work)	1st	2nd	3rd	4th	5th	6th

**B. Completion and Submission of Reports**

Reports	Date

[Signature over printed name of Authorized Representative]  
 [Title]  
 [Name of Firm]

# OMNIBUS SWORN STATEMENT

**OMNIBUS SWORN STATEMENT**

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REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

1. *(Name of Affiant, of legal age, Adult Status, Nationality) and residing at Address of Affiant. If so having been duly sworn in accordance with law do hereby depose and state that:*

1. **Select one, delete the other:**

*If a sole proprietorship: I am the sole proprietor of (Name of Consulting with office address at Address of Consultant).*

*If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of (Name of Consultant) with office address at Address of Consultant.*

2. **Select one, delete the other:**

*If a sole proprietorship: As the owner and sole proprietor of (Name of Consultant), I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for (Name of the Project) of the (Name of the Procuring Entity).*

*If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the (Name of Bidder) in the bidding as shown in the attached notarized title of attached document showing proof of authorization to e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture.*

3. *(Name of Consultant) is not "black-listed" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government foreign or international financing institutions whose blacklisting rules have been recognized by the Government Procurement Policy Board.*

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

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5. *(Name of Consultant) is authorizing the Head of the Procuring Entity or its duly authorized representatives to verify all the documents submitted.*

6. **Select one, delete the rest:**

*If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree.*

*If a partnership or cooperative: None of the officers and members of (Name of Bidder) related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree.*

*If a corporation or joint venture: None of the officers, directors, and controlling stockholders of (Name of Consultant) related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree.*

7. *(Name of Consultant) complies with existing labor laws and standards, and*

8. *(Name of Consultant) is aware of and has undertaken the following responsibilities as a Bidder:*

a) Carefully examine all of the Bidding Documents.

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract.

c) Make an estimate of the facilities available and needed for the contract to be bid if any, and

d) Inquire or secure Supplemental Bid Bulletin issued for the (Name of the Project).

9. *(Name of Bidder) did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*

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**BID SECURING DECLARATION**  
 Invitation to Bid/Request for Expression of Interest No. \_\_\_\_\_  
*(Insert reference number)*

To: *(Insert name and address of the Procuring Entity)*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.

2. I/We accept that: (a) I/We will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/We will pay the applicable fee provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration within fifteen (15) days from receipt of the written demand by the Procuring Entity for the commission of acts resulting in the enforcement of the Bid Securing Declaration under Sections 23.1 (b), 34.2, 40.1 and 69.1 except 69.1 (f) of the IRR of RA 9184, without prejudice to other legal action the government may undertake.

3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

(a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

(b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect; and (c) I/We failed to timely file a request for reconsideration or (d) I/We filed a waiver to avail of said right;

(c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid, and I/We have furnished the performance security and signed the Contract.

Select one and delete the other:  
 \* Select one and delete the other: Adapt same instructions but clarify terms throughout the document.  
 \* Issued by the CRRP through CRRP Resolution 07-2012 on 27 January 2012  
 \* Select one and delete the other.

Consulting Services for the Research, Concept Development, Engineering & Bidding, Photography, Design & Layout, and Printing of the 2019 BCSA Annual Report

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of (month) [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]  
 [Insert signatory's legal capacity]  
 Affiant

SUBSCRIBED AND SWORN to [place of execution], Philippines, Affiant/s I/We personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC), Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of (month) [year]

NAME OF ROTARY PUBLIC  
 Serial No. of Commission \_\_\_\_\_  
 Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
 Roll of Attorneys No. \_\_\_\_\_  
 PTR No. \_\_\_\_\_ [date issued], [place issued]  
 IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

*(Note: Should be notarized)*

# BID SECURING DECLARATION



# FINANCIAL PROPOSAL

## FIVE (5) Financial Proposal Forms (FPF)

**Note: All cost shall be denominated and payable in Philippine Pesos.**

### FPF 1. Financial Proposal Submission

*[Date]*  
*[Name and address of the Procuring Entity]*

Ladies/Gentlemen,

We, the undersigned, offer to provide the Consulting Services for the Production of the BCDA 2016 Annual Report 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]*, inclusive of all applicable taxes and fees.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, *[Date]*.

In accordance with GCC Clause 51, we acknowledge and accept BCDA's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with BCDA as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Government of the Philippines, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you receive

We remain,  
Yours sincerely,  
Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

## FPF 1. Financial Proposal Submission Form

**FPF 2.  
Summary of  
Costs**

Summary of costs for the production of the BCDA 2018 Annual Report

**FPF 2. SUMMARY OF COSTS**

Costs	Amount in Philippine Peso
Remuneration	_____
Miscellaneous	_____
<b>Subtotal</b>	_____
All Applicable Taxes and Fees	_____
<b>Total Amount of Financial Proposal</b>	_____

\_\_\_\_\_  
 [Signature over printed name of Authorized Representative]  
 [Title]  
 [Name of Firm]

**FPF 3.  
Breakdown of  
Price per  
Activity**

Creative services for the production of the BCDA 2018 Annual Report

**FPF 3. Breakdown of Price per Activity**

<b>Activity No.: 1</b> <b>Activity Name: Creative Services</b>	<b>Description: Development of the concept/theme development and design for the BCDA 2018 Annual Report.</b>
<b>Price Component</b>	<b>Amount in Philippine Peso</b>
Remuneration	_____
Miscellaneous Expenses	
<b>Subtotal</b>	

<b>Activity No.: 2</b> <b>Activity Name: Editorial services</b>	<b>Description: Editorial management, research, copywriting, copyediting, and proofreading. Creation of an editorial team composed of 3-4 writers including the managing editor/senior writer.</b>
<b>Price Component</b>	<b>Amount in Philippine Peso</b>
Remuneration	_____
Miscellaneous Expenses	
<b>Subtotal</b>	

**FPF 4. Breakdown of Remuneration per Activity**

FPF 4. Breakdown of Remuneration per Activity

Activity No. 1		Name:			
Names	Position	No. of Man-Months	Remuneration Rate	Amount	
Key Personnel					
Support Staff					
Subtotal					

Activity No. 2		Name:			
Names	Position	No. of Man-Months	Remuneration Rate	Amount	
Key Personnel					
Support Staff					
Subtotal					

**FPF 5. Reimbursables per Activity (Not Applicable)**

FPF 5. REIMBURSABLES PERACTIVITY

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-NOT APPLICABLE-

**FPF 6. MISCELLANEOUS EXPENSES**

*Note: Description Items that are not applicable should be deleted;  
others may be added.*

No.	Description	Unit	Quantity	Unit Price	Cost
1					
2					
3					
4					
5					
6					
7	Subtotal				

**FPF 6.  
Miscellaneous  
Expenses****COMPONENTS TECHNICAL PROPOSAL**

- Two (2) proposed concepts/themes for the BCDA 2017 Annual Report;**
- Two (2) copywriting samples on the overall concept design (theme and rationale)**
- Two (2) copywriting samples of published works of the copy editor;**
- Electronic file of the Corporate Profile;**
- Electronic file of the presentation; and**
- Portfolio of the Photographer**

## **CREATIVE TEAM COMPOSITION**

- ❑ **One (1) Account Manager**
- ❑ **One (1) Creative Director**
- ❑ **One (1) Managing Editor/Senior Writer and**
- ❑ **One (1) Photographer**

## **TIMETABLE**

**Production timetable for the 2018 Annual Report from concept to delivery will be one (1) year from the Consultant's actual receipt of the Notice to Proceed (NTP).**

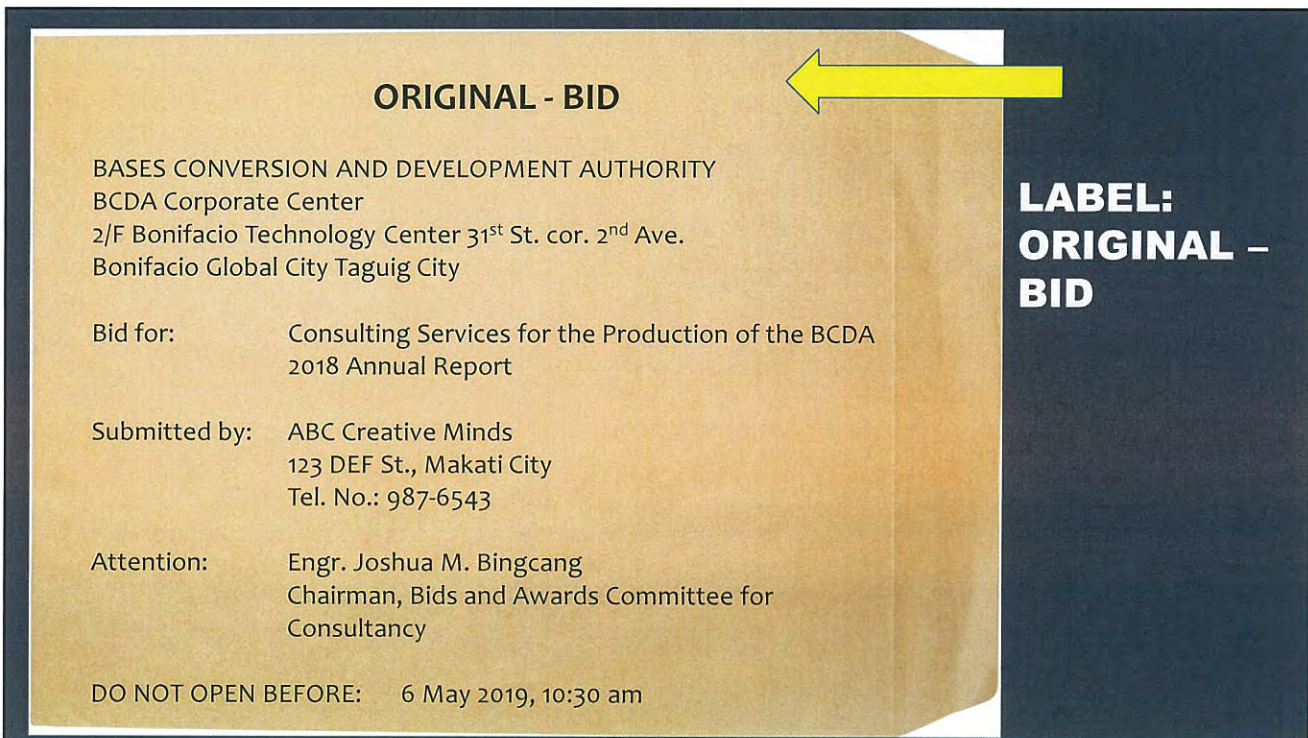
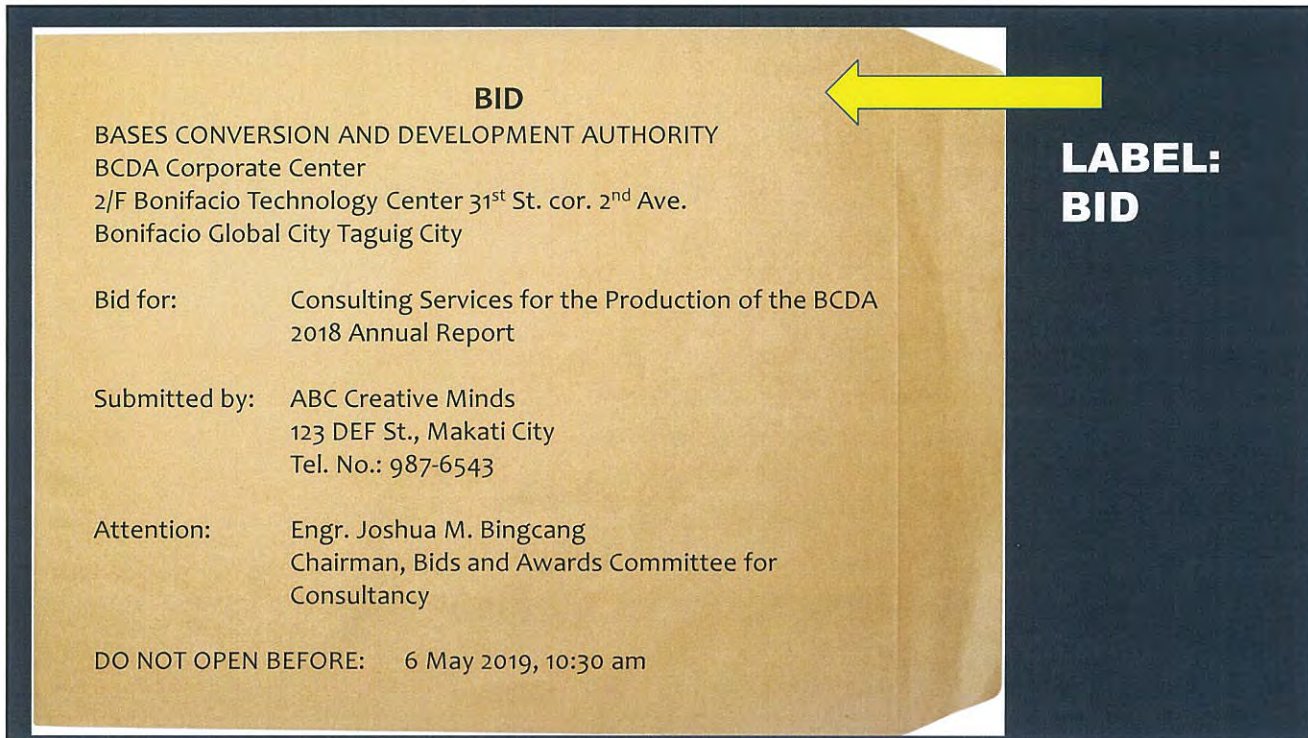
**Delivery dates may be changed, subject to written consent from BCDA. Consent of BCDA to such change shall be obtained at least one week prior to the original delivery date.**

## **CRITERIA FOR EVALUATION OF BIDDERS**

Evaluation Criteria	Score	Required Minimum Technical Score
Applicable experience of the Consultant (20%)	20%	
Qualification of personnel who shall be assigned to the project (20%)	20%	
Plan of Approach and Project Methodology (60%)	60%	
<b>TOTAL SCORE</b>	<b>100%</b>	<b>70%</b>

***An oral presentation of the proposal and the projects previously handled by the Consultant is required as part of the evaluation.***





**ORIGINAL - TECHNICAL PROPOSAL**

BASES CONVERSION AND DEVELOPMENT AUTHORITY  
BCDA Corporate Center  
2/F Bonifacio Technology Center 31<sup>st</sup> St. cor. 2<sup>nd</sup> Ave.  
Bonifacio Global City Taguig City

Bid for: Consulting Services for the Production of the BCDA  
2018 Annual Report

Submitted by: ABC Creative Minds  
123 DEF St., Makati City  
Tel. No.: 987-6543

Attention: Engr. Joshua M. Bingcang  
Chairman, Bids and Awards Committee for  
Consultancy

DO NOT OPEN BEFORE: 6 May 2019, 10:30 am

**LABEL:  
ORIGINAL –  
TECHNICAL  
PROPOSAL**

**ORIGINAL - FINANCIAL PROPOSAL**

BASES CONVERSION AND DEVELOPMENT AUTHORITY  
BCDA Corporate Center  
2/F Bonifacio Technology Center 31<sup>st</sup> St. cor. 2<sup>nd</sup> Ave.  
Bonifacio Global City Taguig City

Bid for: Consulting Services for the Production of the BCDA  
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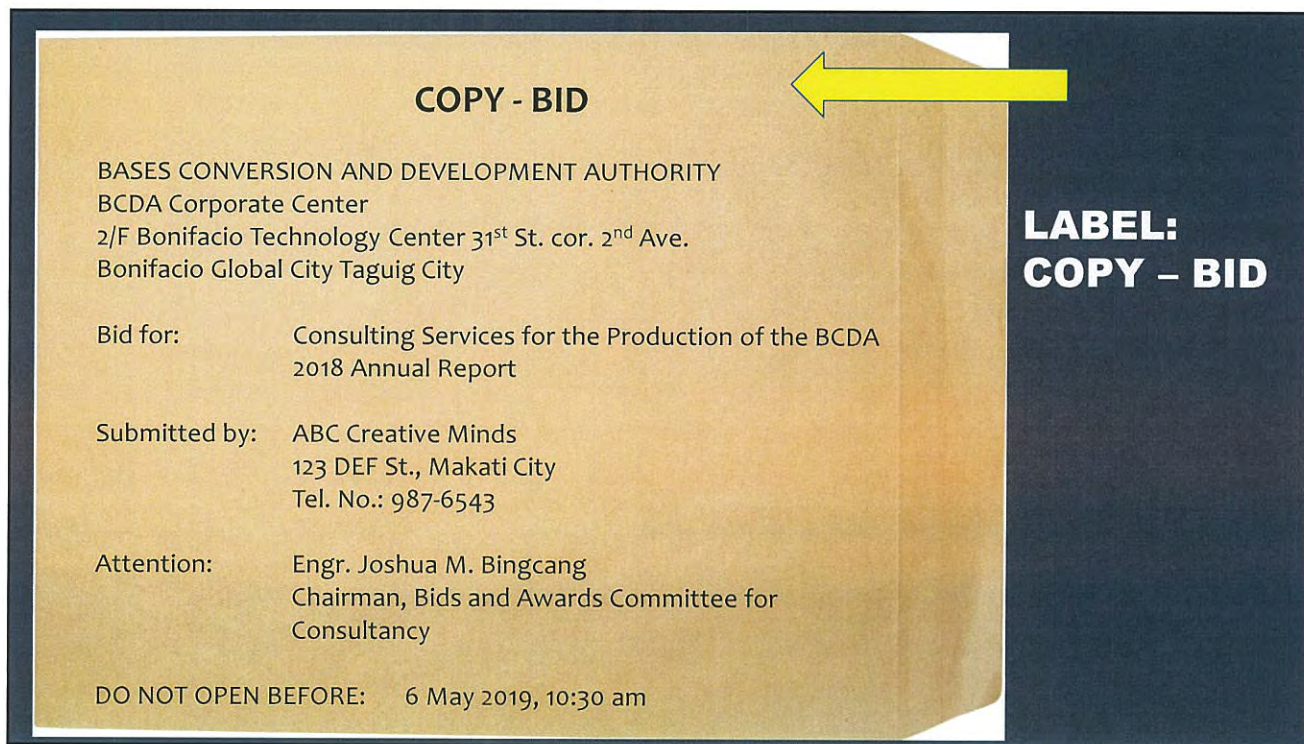
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FINANCIAL  
PROPOSAL**





**COPY - TECHNICAL PROPOSAL**

BASES CONVERSION AND DEVELOPMENT AUTHORITY  
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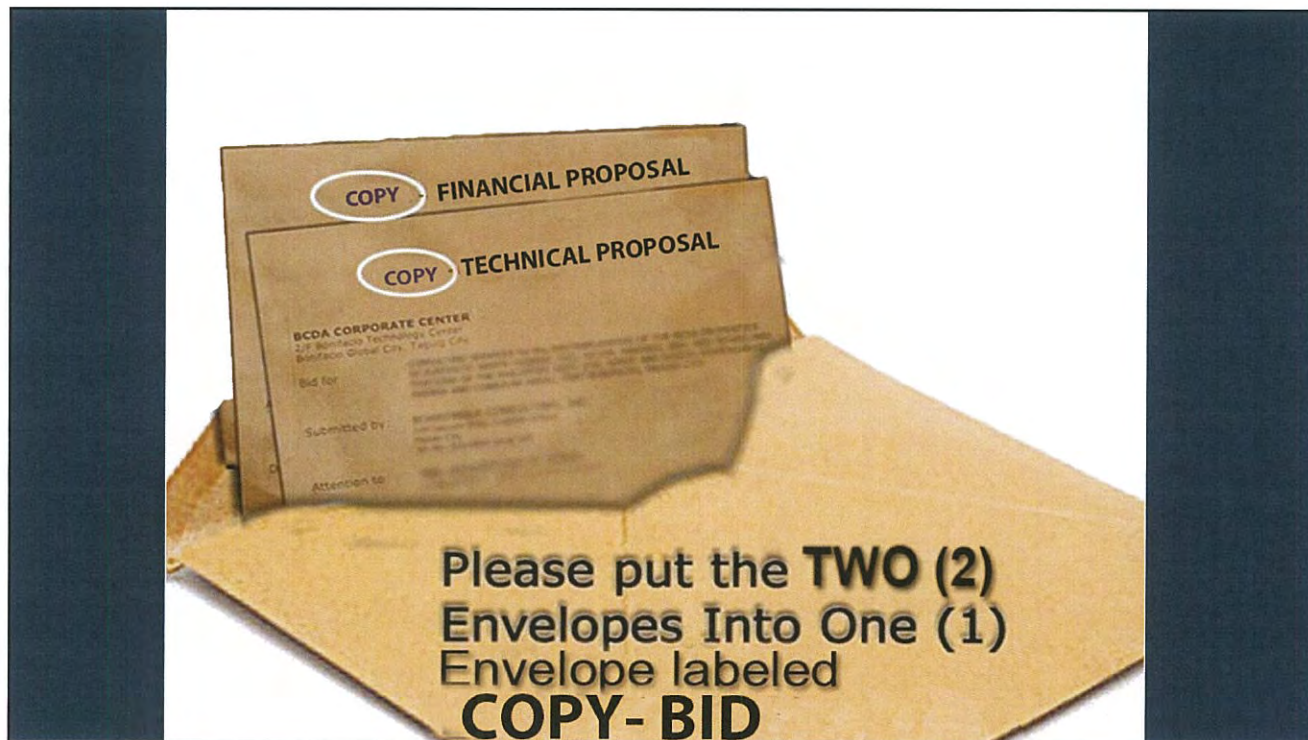
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FINANCIAL  
PROPOSAL**



**SUBMIT TO BCDA  
PROPERLY  
"SEALED"**

## **REMINDERS**

- ☐ Deadline of submission. To avoid late submission, please synchronize the time of your watches/clocks with the time of the digital clock at the BCDA RECEIVING AREA.**
- ☐ DEADLINE is at 6 MAY 2019 (MONDAY), 10:00AM**
- ☐ OPENING OF BIDS is at 10:30AM**
- ☐ Followed by the Oral Presentation from 11:00AM to 12:00NN**
- ☐ Take note of the dates in the attachments. (e.g. certificates of satisfactory completion for completed projects).**
- ☐ ALL PAGES of the Bidding Documents to be submitted should be initialed by the company's authorized representative using BLUE INK.**