

Timetable

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

Dates may be changed, subject to written consent from BCDA. Consent of BCDA to such change shall be obtained at least one week priority to the delivery date.

Shortlisting of Bidders

The Bids and Awards Committee – Consultancy Services (BAC-C) shall draw up a short list of at most five (5) bidders from those who have submitted Eligibility Documents, Expressions of Interest, and Curriculum Vitae of the Members of the Proposed Creative Team and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The five (5) shortlisted bidders will be entitled to submit bids.

Evaluation Criteria for Shortlisting

The criteria and rating system for shortlisting are:

| Criteria | Score | Required Minimum Score |
|---|--------------|------------------------|
| Applicable Experience of the Consultant | 30% | |
| Qualification of personnel who shall be assigned to the project | 60% | |
| Current Workload of the personnel relative to capacity Note: Current Workload Relative to Capacity pertains to the ratio between one (1) proposed key personnel to current number of projects he/she is handling. | 10% | |
| TOTAL SCORE | 100 % | 60% |

The Consultant must meet the total required minimum score of 60%. Only the consultants who meet the required minimum score shall be shortlisted.

Evaluation Criteria for Technical Proposal

The criteria and rating system for shortlisting are:

| Evaluation Criteria for Technical Proposal | 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% | |
| TOTAL SCORE | 100% | 70% |

The Consultant must meet the total required minimum technical score of 70%.

Methodology

The basis for the selection of the consultant shall be Section 33.2.1 of the Revised Implementing Rules and Regulations of the Government Procurement Reform Act (RA No. 9184). Bids shall be evaluated using the **Quality-Based Evaluation (QBE) Procedure**.

Contract Term

The CONTRACT shall take effect from the date stated in the Notice to Proceed (NTP) and shall remain in force and in effect for a minimum of three (3) months and maximum of six (6) months until the full delivery of the requirement and acceptance by the BCDA.

FORMS

Annex A

ANNEX A

STATEMENT OF ONGOING AND COMPLETED GOVERNMENT AND PRIVATE CONTRACTS

Date: _____

ENGR. JOSHUA M. BINGCANG
Chairman
Bids and Awards Committee-Consultancy Services
Bases Conversion and Development Authority
2/F, Bonifacio Technology Center, 31st Street, corner Second Avenue
Bonifacio Global City, Taguig City

Dear ENGR. BINGCANG:

In compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Bids and Awards Committee-Consultancy Services for the bidding of the Consulting Services for Production of the BCDA 2018 Annual Report, we certify that (insert company name) has the ongoing and completed contracts within the period of **January 2016 to January 2019**, which summary is attached herewith as **Annex B and Annex C** respectively.

Further, attached are copies of supporting documents as proof that the contract/project has been undertaken by/awarded to our firm.

This is being issued in compliance with the eligibility requirements for the above Consulting Services.

Sincerely,

Printed name and signature
of authorized representative

Note:
Supporting documents such as Copy of Certificate of Completion or Proof of Final Payment will NOT be required during Eligibility Phase. It will be required during the submission of technical and financial proposals.

Annex B

ANNEX B

SUMMARY OF ALL COMPLETED CONTRACTS ENUMERATED/LISTED IN THE STATEMENT SUBMITTED OF THE CONSULTING FIRM

Using the format below, provide a summary of the 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 the period of **January 2016 to January 2019**.

| Project Name / Name of Contract | Name of client | Location of the Contract / Client Location | Date of award of the contract | Start Date (Month/Year) | Completion Date (Month/Year) | Type and Brief Description of Actual Consulting Services | Consultant's Role (whether main consultant, subcontractor, or partner in JV) | Amount of Contract (in PhP) | Contract Duration | Document presented to validate completion or award to the proponent |
|---------------------------------|----------------|--|-------------------------------|-------------------------|------------------------------|--|--|-----------------------------|-------------------|---|
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |

Note:

1. Provide extra rows/extra sheets if needed.
2. The Statement of all ongoing and completed government and private contracts (referred to as Annex A) shall include all such contracts within the period of January 2016 to January 2019, prior to the deadline for the submission and receipt of eligibility documents.
3. At least one (1) of the Contracts listed which are similar in nature with the BCDA requirement should have a contract value amounting to at least half the price of the Approved Budget for Contract (ABC). Similar projects are annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.
4. The data provided in this Form should be consistent with the Statement of All Ongoing and Completed Government and Private Contracts as stated under 2.1a (iv).
5. Supporting documents such as Copy of Certificate of Completion or Proof of Final Payment will NOT be required during Eligibility Phase. It will be required during the submission of technical and financial proposals.

Annex C

ANNEX C

SUMMARY OF ALL ONGOING CONTRACTS ENUMERATED/LISTED IN THE STATEMENT SUBMITTED OF THE CREATIVE FIRM

Using the format below, provide a summary of the 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 within the period of **January 2016 to January 2019**.

| Project Name / Name of Contract | Name of client | Location of the Contract / Client Location | Date of award of the contract | Start Date (Month/Year) | Completion Date (Month/Year) | Type and Brief Description of Actual Consulting Services | Consultant's Role (whether main consultant, subcontractor, or partner in JV) | Amount of Contract (in PhP) | Contract Duration | Document presented to validate completion or award to the proponent |
|---------------------------------|----------------|--|-------------------------------|-------------------------|------------------------------|--|--|-----------------------------|-------------------|---|
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |

Note:

1. Provide extra rows/extra sheets if needed.
2. The Statement of all ongoing and completed government and private contracts (referred to as Annex A) shall include all such contracts within the period of January 2016 to January 2019, prior to the deadline for the submission and receipt of eligibility documents.
3. At least one (1) of the Contracts listed which are similar in nature with the BCDA requirement should have a contract value amounting to at least half the price of the Approved Budget for Contract (ABC). Similar projects are annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.
4. The data provided in this Form should be consistent with the Statement of all ongoing and completed government and private contracts as stated under 2.1a (iv).
5. Supporting documents such as Copy of Certificate of Completion or Proof of Final Payment will NOT be required during Eligibility Phase. It will be required during the submission of technical and financial proposals.

Annex D

STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED PROFESSIONALS

Date: _____

ENGR. JOSHUA M. BINGCANG
Chairman
 Bids and Awards Committee-Consultancy Services
 Bases Conversion and Development Authority
 2/F, Bonifacio Technology Center, 31st Street, corner Second Avenue
 Bonifacio Global City, Taguig City

Dear ENGR. BINGCANG:

(Insert your company name) is issuing this statement in compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Bids and Awards Committee-Consultancy Services, that the members of the Creative Team below are all Filipino in nationality and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Creative Team for the project are follows:

| |
|-------------------------------|
| Account Manager |
| Creative Director |
| Managing Editor/Senior Writer |
| Photographer |

In submitting the names of the creative team members, please use the same designations as stated above.

Attached for your reference are the Curriculum Vitae (Annexes F to I) of the above-mentioned personnel.

(Insert your company name) issues this statement in accordance with Clause 2.1.a.v of the eligibility requirements for the project.

Sincerely,

 Printed name and signature
 of authorized representative

Annex E

FORMAT OF CURRICULUM VITAE (CV) FOR FIRM

Name of Firm: _____

Address: _____

No. of Years of Operation: _____

Years of Professional Experience in:

Communications: _____ Advertising: _____ Graphic Design

Others (Pls. Specify) _____

Membership in Professional Societies: _____

Accounts or Projects Handled and Currently Being Handled

Description: (List of ALL accounts/ projects handled and currently being handled (for communications, advertising or graphic design services) from **January 2016 to January 2019**—giving the names and address of employing company using the matrix below). Indicate whether the account/project is "accomplished" or "current".

Accounts (both in the past and those currently being handled): (continue on separate sheet if necessary)

| Client Name / | Name of Project | Period Covered / | Position / | Nature of Services |
|---------------|---------------------------------|------------------|-------------|--|
| | Status: Accomplished or Current | Inclusive Dates | Designation | Please indicate if nature is: design, design and printing or printing only |
| | | | | |

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

 [Full name of authorized representative] Date: _____
 Day/Month/Year

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.