

**ORIGINAL: ELIGIBILITY DOCUMENTS**

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  
TITLE**

Bid for: Consulting Services for 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-Consultancy

**DO NOT OPEN BEFORE: 10:30 AM, March 13, 2019 (Wednesday)**



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**NAME AND  
CONTACT  
DETAILS  
OF THE  
BIDDER**

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ADDRESSED  
TO THE BAC-C  
CHAIRMAN



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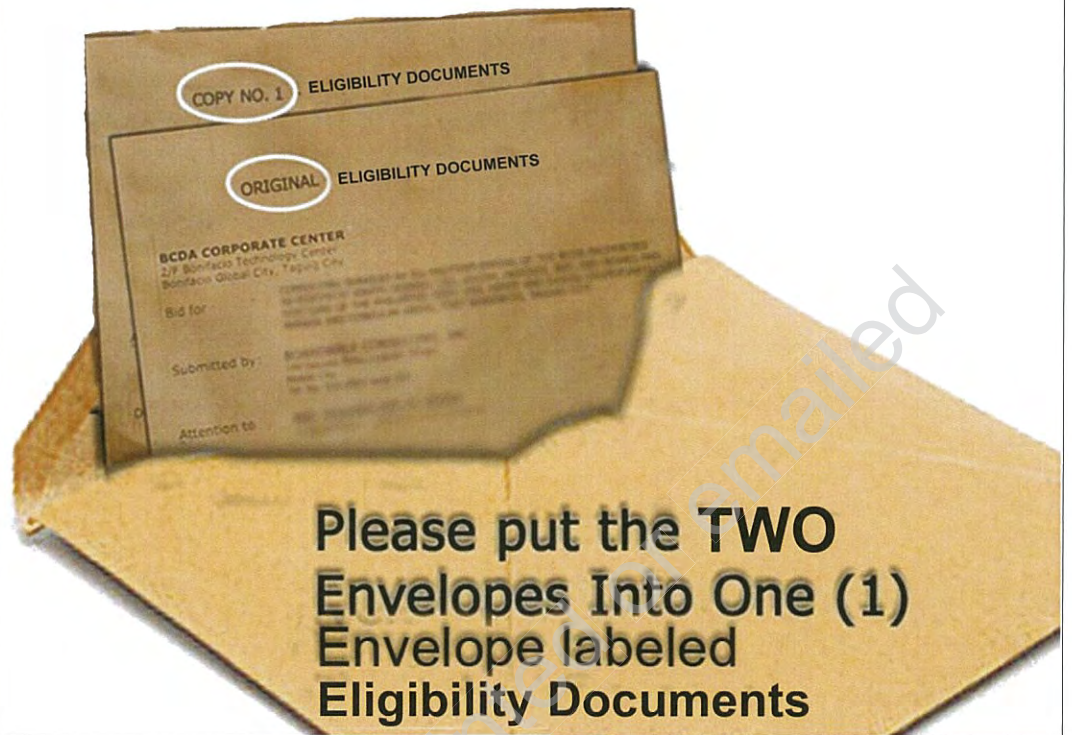
Submitted by: ABC Creative Minds  
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LABEL "DO  
NOT OPEN  
BEFORE"





**SUBMIT TO BCDA  
PROPERLY  
“SEALED”**

# CHECKLIST OF REQUIREMENTS

| OPENING OF ELIGIBILITY DOCUMENTS                                      |  |
|---|--|
| CONSULTING SERVICES FOR THE PRODUCTION OF THE BCDA 2018 ANNUAL REPORT |  |
| MARCH 13, 2019 (Wednesday) 10:30 AM                                   |  |
| 2.1 (a) CLASS "A" DOCUMENTS   |  |
| <b>A</b>  | <b>LEGAL DOCUMENTS</b>   |
|   | <p><b>Eligibility Submission Form</b></p> <p>Platinum PhilGEPS Certificate of Registration; or</p> <p>In the absence of a PhilGEPS Registration, prospective bidders may submit all Class "A" documents* per Revised IRR of RA 9184 (listed below). However, the PhilGEPS Registration shall still be a Post-Qualification Requirement (pursuant to GPPB Circular No. 07-2017)</p> <p>* Class "A" Documents:</p> <ol style="list-style-type: none"> <li>1. Registration Certificate (SEC, DTI or CDA);</li> <li>2. Mayor's/Business Permit or its Equivalent Document;</li> <li>3. Tax Clearance; and</li> <li>4. Audited Financial Statements.</li> </ol> |
| <b>B</b>  | <b>TECHNICAL DOCUMENTS</b>   |
|   | <p>Statement of the prospective bidder of all ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the EDS. (Annex A)</p> <p>**Period covered is from <b>January 2016 to January 2019</b></p> <p>Summary of ALL COMPLETED CONTRACTS enumerated/listed in the Statement submitted by the Consulting Firm (Annex B)</p>  |

|          |   |    |
|----------|---|----|
|          | <p>** Period covered is from <b>January 2016 to January 2019</b></p> <p>Summary of ALL ONGOING CONTRACT enumerated/listed in the Statement Submitted by the Consulting Firm following the format prescribed. (Annex C)</p> <p>** Period covered is from <b>January 2016 to January 2019</b></p> <p>Statement of the Consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals. (Annex D)</p> | NA |
| <b>C</b> | <b>OTHER DOCUMENTS</b>  |    |
|          | Curriculum Vitae of the Firm, following the prescribed format. (Annex E)  |    |
|          | Curriculum Vitae and Detailed Qualifications of Each Member of the Proposed Communications Team to Be Assigned to the Project, following the prescribed format. (Annex F to I)  |    |
|          | Summary of CVs of Members of the Proposed Communications Team, following the prescribed format. (Annex J)   |    |
|          | Eligibility Documents Submission Form (With Secretary's Certificate or Affidavit that the person signing the documents is the authorized representative of the firm.) (Annex K)   |    |
|          | Secretary's Certificate (Annex L)   |    |
| <b>D</b> | <b>FINANCIAL DOCUMENTS</b>  |    |
|          | Consultant's 2017 audited financial statements, showing among others, (a) the bidder's total and current assets and liabilities, and (b) stamped "received" by the BIR or its duly accredited and authorized institutions.  |    |
| <b>E</b> | <b>CLASS "B" DOCUMENTS</b>  |    |

# REMINDERS

## Contract Term

- **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 CENTRAL RECEIVING AREA**.
- **DEADLINE is on 13 March 2019 (Wednesday) 10:00AM.**
- **Opening of Eligibility Documents shall immediately follow at 10:30 am**
- **ALL PAGES** of the Bidding Documents to be submitted should be initialed by the company's authorized representative using **BLUE INK**.

**THANK YOU.**

Uncontrolled when printed or emailed