



ELIGIBILITY DOCUMENTS

Consulting Services for the Production of the BCDA 2018 Annual Report

February 2019

Control No. _____

1 | Page

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TABLE OF CONTENTS

Section I	Request for Expression of Interest
Section II	Eligibility Documents
Section III	Eligibility Data Sheet
Section IV	Appendices
Section V	Checklist of Requirements
Section VI	Draft Contract
Section VI	Terms of Reference (TOR)

SECTION I
REQUEST FOR EXPRESSION OF INTEREST

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**REQUEST FOR EXPRESSION OF INTEREST
CONSULTING SERVICES FOR THE
PRODUCTION OF THE BCDA 2018 ANNUAL REPORT**

1. The Bases Conversion and Development Authority (BCDA), through its 2019 Corporate Budget approved by the President and CEO, intends to apply the sum of **One Million Five Hundred Thousand Pesos (PhP1,500,000.00) inclusive of all applicable taxes, fees, and incidental expenses**, being the Approved Budget for the Contract (ABC) for the Consulting Services for the Production of the BCDA 2018 Annual Report. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals
2. The Eligibility Documents, including the Terms of Reference (TOR) for the project may be downloaded from the BCDA website (www.bcda.gov.ph) or can be secured from **22 February 2019 to 13 March 2019, 10:00 am** at the **BCDA Corporate Office, 2/F, Bonifacio Technology Center, 31st Street, corner 2nd Avenue, Bonifacio Global City, Taguig City**
3. The BCDA now calls for the submission of eligibility documents for the **Consulting Services for the Production of the BCDA 2018 Annual Report**.
4. Prospective bidders must submit their eligibility documents on **13 March 2019 (Wednesday) 10:00 a.m.** at the **Bases Conversion and Development Authority (BCDA) Corporate Office (same office above)**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion. The opening of Eligibility Documents is on the same day at **10:30 a.m.** at the BCDA corporate office (same address above).
5. A **Pre-eligibility Conference** for the discussion of the Eligibility requirements will be on **1 March 2019 (Friday) 10:00 a.m.** at the BCDA Corporate Office (same address as above).
6. The BAC for Consultancy shall draw up a shortlist of at most five (5) consultants from those who have submitted the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). Shortlisted bidders shall be entitled to submit bids.
7. The bidder must be registered with PhilGEPS and must have the following qualifications:

7.1 The Consulting Firm must be strictly a reputable corporate communication or advertising or marketing firm (can be design studios or agencies with graphic design/advertising as its main business) which has been in operations for at least three (3) years. In the case of joint ventures, the lead consulting firm should have at least three (3) years of business operation.

7.2 The identified members of the proposed creative team must have at least three (3) years experience in communication or advertising as related to his function in the team.

7.3 The identified members of the proposed creative team must have handled at least three (3) creative projects which are similar in nature to the requirement (e.g. annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.) in a capacity related to his/her function in the team.

7.4 The Consulting Firm must have produced at least one (1) similar creative project which is similar in nature to the requirement (e.g. annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.) with a content price amounting to 50 percent of the Approved Budget for the Contract (ABC).

7.5 The Consulting Firm must have produced at least two (2) similar creative projects which are similar in nature to the requirement (e.g. annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.) regardless of the amount.

8. The Consultant must be assessed based on the most favorable compliance of the criteria set by BCDA.


9. The criteria and rating system for short listing are as follows:

Criteria	Score	Required Minimum Score
Applicable Experience of the Consultant	30%	
Qualification of personnel who shall be assigned to the project	60%	

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Current Workload of the personnel relative to capacity <i>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.</i>	10%	
TOTAL SCORE	100 %	60%

10. Shortlisted eligible bidders may purchase the Bid Documents at a non-refundable fee of Php1,000.00 at the BCDA Corporate Officer (same address above).
11. Bidding shall be conducted through open competitive bidding procedures and is subject to the conditions for eligibility as specified in the IRR of RA 9184.
12. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
13. BCDA shall evaluate the bids using the Quality-Based Evaluation (QBE) procedure.
14. The contract for the Creative Consulting Services for the Production of the BCDA 2018 Annual Report shall take effect from the date stated in the Notice to Proceed (NTP) and shall remain in force and in effect for a period of one (1) year and effective until the full delivery of the requirement and acceptance by the BCDA.
15. The BCDA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder/s.
16. For further information, please refer to the BAC for Consulting Services Secretariat **Mr. Jeff Randell B. Viñas** at telephone number (02) 575-1700 local 1739 or send email at jbviñas@bcda.gov.ph.


ENGR JOSHUA M. BINGCANG
 Chairman

Bids and Awards Committee for Consultancy

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SECTION II
ELIGIBILITY DOCUMENTS



1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the EDS.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the EDS.
- 1.4. Government owned or -controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

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2. Eligibility Requirements

2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

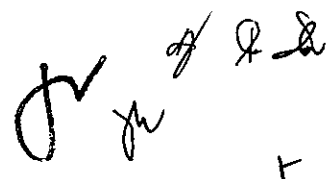
(a) Class "A" Documents -

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its 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**. The statement shall include, for each contract, the following:
- (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS**

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issued by the client, in the case of a completed contract;

- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

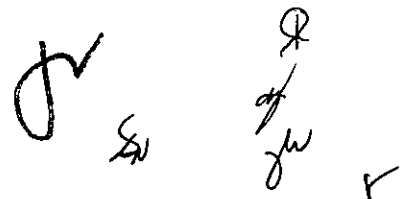
(b) Class "B" Document -

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

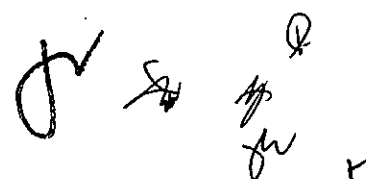
- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.

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- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL - ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;
 - (e) be addressed to the Procuring Entity's BAC specified in the EDS;
 - (f) bear the specific identification of this Project indicated in the EDS; and
 - (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such

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condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

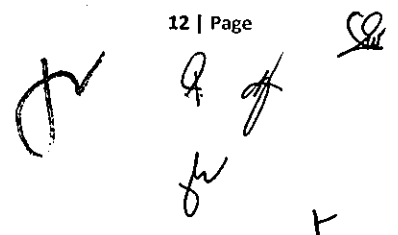
Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be



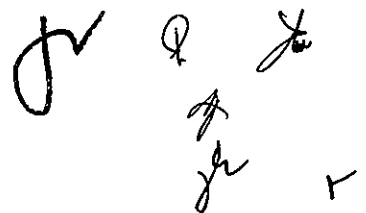
stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the EDS. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (h) the name of the prospective bidder;
 - (i) whether there is a modification or substitution; and
 - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder



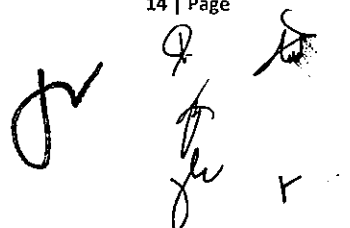
is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the EDS shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the EDS.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

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SECTION III
ELIGIBILITY DATA SHEET

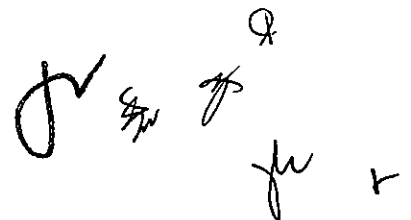
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Eligibility Documents	
1.(1.2)	Not applicable.
1.(1.3)	No further instructions.
2.1a(ii)	<p>The Statement of all ongoing and completed government and private contracts (referred to as Annex A) shall include all such contracts within the period of <i>January 2016 to January 2019</i>, prior to the deadline for the submission and receipt of eligibility documents.</p> <p>A separate document summarizing all the contracts enumerated/ listed in the Statement shall also be submitted.</p> <p>The Summary shall follow prescribed Format for Summary of All Completed Contracts Enumerated/Listed in the Statement Submitted (referred to as Annex B) and All Ongoing Contracts Enumerated/Listed in the Statement Submitted (referred to as Annex C).</p> <p>Attach copies of supporting documents as proof that the contract/ project has been undertaken by/ awarded to the proponent.</p>
2.1a(ii.7)	BCDA also allows "proof of final payment" other than certificate of satisfactory completion as support documents for completed contracts which shall be presented during the post qualification activities.
4.2	Each prospective bidder shall submit only ONE (1) original and ONE (1) copy of its eligibility documents.
4.3c	<p><i>Chairman, Bids and Awards Committee – Consultancy Services Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31st Street, corner 2nd Avenue Bonifacio Global City, Taguig City Tel No. 575-1700</i></p>
4.3d	Consulting Services for the Production of the BCDA 2018 Annual Report
5	<p>The submission of eligibility documents shall be addressed to :</p> <p>ENGR. JOSHUA M. BINGCANG <i>Chairman Bids and Awards Committee–Consultancy Services Bases Conversion and Development Authority</i></p>

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	<p>2/F, Bonifacio Technology Center, 31st Street, corner Second Avenue, Bonifacio Global City, Taguig City</p> <p>The deadline for submission of eligibility documents is March 13, 2019 (Wednesday) 10:00 a.m.</p>															
8.1	<p>The place of opening of eligibility documents is:</p> <p>Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31st Street, corner 2nd Avenue, Bonifacio Global City, Taguig City</p> <p>The date and time of opening of eligibility documents March 13, 2019 (Wednesday) 10:30 am</p>															
9.1	<p>Similar contracts are design projects such as annual report, glossy magazine, corporate brochure, corporate calendar, etc.</p>															
9.2.	<p>The short list shall consist of at most five (5) prospective bidders who will be entitled to submit bids. The total minimum score must be met. Only the consultants who meet the minimum total score of 60% shall be shortlisted.</p> <p>The criteria and rating system for shortlisting are:</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Score</th> <th>Required Minimum Score</th> </tr> </thead> <tbody> <tr> <td>Applicable Experience of the Consultant</td> <td>30%</td> <td></td> </tr> <tr> <td>Qualification of personnel who shall be assigned to the project</td> <td>60%</td> <td></td> </tr> <tr> <td>Current Workload of the personnel relative to capacity <i>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.</i></td> <td>10%</td> <td></td> </tr> <tr> <td>TOTAL SCORE</td> <td>100%</td> <td>60%</td> </tr> </tbody> </table>	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 <i>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.</i>	10%		TOTAL SCORE	100%	60%
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 <i>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.</i>	10%															
TOTAL SCORE	100%	60%														

**SECTION IV
APPENDICES**

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**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.

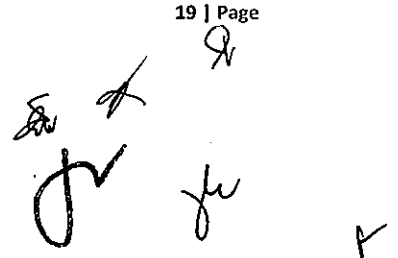
This is being issued in compliance with the eligibility requirements for the above Consulting Services.

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.



**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)	Completi on 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.

**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)	Contra ct Durati on	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.

**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**

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 Status: Accomplished or Current	Period Covered / Inclusive Dates	Value of Contract	Nature of Services 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.

_____ Date: _____
 [Full name of authorized representative] 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.

ANNEX F

**CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE MEMBER OF THE PROPOSED COMMUNICATIONS TEAM**

Proposed Position: i.e. ACCOUNT MANAGER

Name of Firm: _____

Name of the Creative Team Member: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education:

[Summarize college/university and other specialized education of Member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

School	Date attended	Degree obtained

**Provide Extra rows if needed*

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and description of projects. (If applicable to proposed assignment in the BCDA Project, provide BCDA with a CD containing your portfolio, showing sample photography projects appropriate. (continue on separate sheet if necessary)

Name of Company	From	To	Position Held
1.			
2.			

Trainings:

[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended using the matrix below] (continue on separate sheet if necessary)

Training	Date Attended

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.] (continue on separate sheet if necessary)

Language	Proficiency

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 Status: Accomplished or Current	Period Covered / Inclusive Dates	Position / Designation	Nature of Services 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.

In the event that (Name of Bidder) is awarded the contract for the (Name of the Project), I firmly commit to assume the post of (designation/position).

_____ Date: _____
Full name and signature of Communications Team Member Day/Month/Year

_____ Date: _____
Full name and signature of authorized representative: 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.

**CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE MEMBER OF THE PROPOSED COMMUNICATIONS TEAM**

Proposed Position: i.e. **CREATIVE DIRECTOR**

Name of Firm: _____

Name of the Creative Team Member: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education:

[Summarize college/university and other specialized education of Member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

School	Date attended	Degree obtained

**Provide Extra rows if needed*

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and description of projects. (If applicable to proposed assignment in the BCDA Project, provide BCDA with a CD containing your portfolio, showing sample photography projects appropriate. (continue on separate sheet if necessary)]

Name of Company	From	To	Position Held
1.			
2.			

Trainings:

[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended using the matrix below] (continue on separate sheet if necessary)

Training	Date Attended

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.] (continue on separate sheet if necessary)

Language	Proficiency

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 Status: Accomplished or Current	Period Covered / Inclusive Dates	Position / Designation	Nature of Services 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.

In the event that (Name of Bidder) is awarded the contract for the (Name of the Project), I firmly commit to assume the post of (designation/position).

_____ Date: _____
Full name and signature of Communications Team Member Day/Month/Year

_____ Date: _____
Full name and signature of authorized representative: 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.

ANNEX H

**CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE MEMBER OF THE PROPOSED COMMUNICATIONS TEAM**

Proposed Position: i.e. MANAGING EDITOR/SENIOR WRITER
 Name of Firm: _____
 Name of the Creative Team Member: _____
 Profession: _____
 Date of Birth: _____
 Years with Firm/Entity: _____ Nationality: _____
 Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education:
 [Summarize college/university and other specialized education of Member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

School	Date attended	Degree obtained

**Provide Extra rows if needed*

Employment Record:
 [Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and description of projects. (If applicable to proposed assignment in the BCDA Project, provide BCDA with a CD containing your portfolio, showing sample photography projects appropriate. (continue on separate sheet if necessary)

Name of Company	From	To	Position Held
1.			
2.			

Trainings:
 [Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended using the matrix below] (continue on separate sheet if necessary)

Training	Date Attended

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.] (continue on separate sheet if necessary)

Language	Proficiency

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 Status: Accomplished or Current	Period Covered / Inclusive Dates	Position / Designation	Nature of Services 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.

In the event that (Name of Bidder) is awarded the contract for the (Name of the Project), I firmly commit to assume the post of (designation/ position).

_____ Date: _____
Full name and signature of Communications Team Member Day/Month/Year

_____ Date: _____
Full name and signature of authorized representative: 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.

**CURRICULUM VITAE (CV) AND DETAILED QUALIFICATIONS
OF THE MEMBER OF THE PROPOSED COMMUNICATIONS TEAM**

Proposed Position: i.e. PHOTOGRAPHER

Name of Firm: _____

Name of the Creative Team Member: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education:

[Summarize college/university and other specialized education of Member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

School	Date attended	Degree obtained

**Provide Extra rows if needed*

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and description of projects. (If applicable to proposed assignment in the BCDA Project, provide BCDA with a CD containing your portfolio, showing sample photography projects appropriate. (continue on separate sheet if necessary)]

Name of Company	From	To	Position Held
1.			
3.			

Trainings:

[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended using the matrix below] (continue on separate sheet if necessary)

Training	Date Attended

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.] (continue on separate sheet if necessary)

Language	Proficiency

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 Status: Accomplished or Current	Period Covered / Inclusive Dates	Position / Designation	Nature of Services 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.

In the event that (Name of Bidder) is awarded the contract for the (Name of the Project), I firmly commit to assume the post of (designation/ position).

_____ Date: _____
Full name and signature of Communications Team Member: Day/Month/Year

_____ Date: _____
Full name and signature of authorized representative: 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.

ANNEX J

SUMMARY OF CVS OF THE MEMBERS OF THE PROPOSED COMMUNICATIONS TEAM

Using the format below, provide a summary of the information on each of your proposed professional staff.

Name	Date of birth	Educational Attainment	Profession	Membership in Professional Society	No. of Years with the Firm	Proposed Position in the Project	Task to be Performed in the Project	Relative Experience in Proposed Position/Task	Trainings Related to Proposed Position/Task
1.						Account Manager			
						Creative Director			
2.						Managing Editor / Senior Writer			
3.						Photographer			

Note: The data provided in this Form should be consistent with those in the Curriculum Vitae of the respective Key Personnel in Annexes F to I.

ELIGIBILITY DOCUMENTS SUBMISSION FORM

CONSULTING SERVICES FOR THE
BCDA 2018 ANNUAL REPORT

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

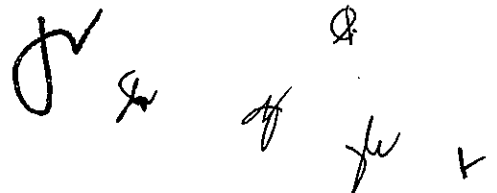
Bonifacio Global City, Taguig City

Dear **ENGR. BINGCANG**:

In connection with your Request for Expression of Interest dated _____ for the CONSULTING SERVICES FOR THE BCDA 2018 ANNUAL REPORT, (*Name of Bidder*) hereby expresses interest in participating in the eligibility and shortlisting for said project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- a) (*Name of Bidder*) not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; and that
- b) 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;
- c) It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;
- d) The signatory is the duly authorized and designated representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective



bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership or joint venture;

- e) It complies with the disclosure provision under Section 47 of the Act in relation to other provisions of R.A. 3019;
- f) It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and
- g) It complies with existing labor laws and standards.
- h) It complies with the minimum qualifications and requirements as indicated in the Request for Expression of Interest (REI), Eligibility Documents and Terms of Reference (TOR).
- i) It is not directly or indirectly associated with any entity which may have a conflict of interest in or bias against the BCDA Group.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

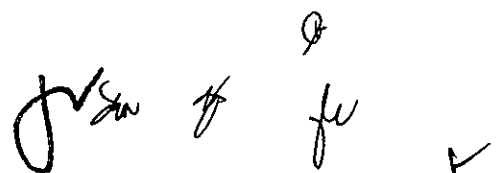
Sincerely,

**Printed name and signature
of authorized representative**

(Note: This document should be notarized)

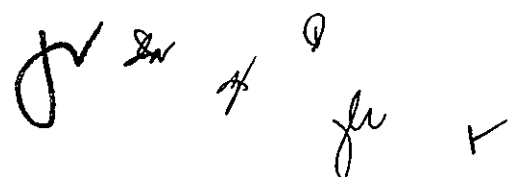
Attachment:

Secretary's Certificate or Affidavit that the person signing the documents is the authorized representative of the firm.

Handwritten signatures and initials in black ink, including a large signature, a smaller signature, and several initials.

SECRETARY'S CERTIFICATE

(Note: Certified True Copy)

Handwritten signatures and initials in black ink, including a large stylized signature, the letters 'SW', 'H', 'P', 'ju', and 'K'.

SECTION V
CHECKLIST OF REQUIREMENTS

[Handwritten initials and marks]

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			
A	LEGAL DOCUMENTS		
		Eligibility Submission Form	
		Platinum PhilGEPS Certificate of Registration; or 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)	
		* Class "A" Documents: 1. Registration Certificate (SEC, DTI or CDA); 2. Mayor's/Business Permit or its Equivalent Document; 3. Tax Clearance; and 4. Audited Financial Statements.	
B	TECHNICAL DOCUMENTS		
		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) **Period covered is from January 2016 to January 2019	
		Summary of ALL COMPLETED CONTRACTS enumerated/listed in the Statement submitted by the Consulting Firm (Annex B)	

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		** Period covered is from January 2016 to January 2019	
		Summary of ALL ONGOING CONTRACT enumerated/listed in the Statement Submitted by the Consulting Firm following the format prescribed. (Annex C) ** Period covered is from January 2016 to January 2019	
		Statement of the Consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals. (Annex D)	NA
C	OTHER DOCUMENTS		
		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)	
D	FINANCIAL DOCUMENTS		
		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.	
E	CLASS "B" DOCUMENTS		

		Valid Joint Venture Agreement (JVA), in case a joint venture is already in existence.	
--	--	---	--

Note: BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the Consultant out of the data furnished by BCDA in relation to this bidding. The Consultant shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all the Bidding Documents and its amendments.

Handwritten signature and initials in black ink, including a large stylized signature, the number '9', and other initials.

DRAFT CONTRACT

Consulting Services for the Production of the
BCDA 2018 Annual Report

Dr *ju*

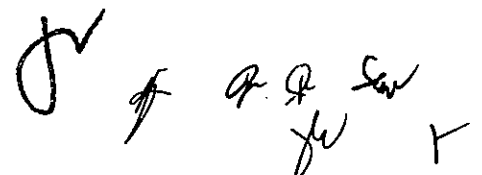
FORM OF CONTRACT AGREEMENT

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of Procuring Entity]* (hereinafter called the "Entity") and *[name and address of Consultant]* (hereinafter called the "Consultant").

WHEREAS, the Entity is desirous that the Consultant execute *[name and identification number of contract]* (hereinafter called "the Works") and the Entity has accepted the bid for *[insert the amount in specified currency in numbers and words]* by the Consultant for the execution and completion of such Consulting Services and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, to wit:
 - (a) General and Special Conditions of Contract;
 - (b) Terms of Reference
 - (c) Request for Expression of Interest;
 - (d) Instructions to Bidders;
 - (e) Bid Data Sheet;
 - (f) Addenda and/or Supplemental/Bid Bulletins, if any;
 - (g) Bid forms, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - (h) Eligibility requirements, documents and/or statements;
 - (i) Performance Security;
 - (j) Notice of Award of Contract and the Bidder's conforme thereto;
 - (k) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Entity to execute and complete the Consulting Services and remedy any defects therein in conformity with the provisions of this Consultant in all respects.



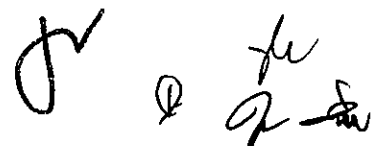
4. The Entity hereby covenants to pay the Consultant in consideration of the execution and completion of the Consulting Services, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Binding Signature of Procuring Entity

Binding Signature of Consultant

[Addendum showing the corrections, if any, made during the bid evaluation should be attached with this agreement]

Handwritten signatures and initials at the bottom right of the page. There are four distinct marks: a large stylized signature, a small circular mark, a signature starting with 'fu', and another signature.

TERMS OF REFERENCE

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

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RATIONALE:

The Corporate Communications Office (CCO) is continuously embarking on the development and production of corporate publications and materials such as the BCDA Annual Report as an integral part of its information dissemination campaign on its various programs and projects.

The BCDA Annual Report is a major communication tool of the Bases Conversion and Development Authority (BCDA) in informing the public about the authority's critical role on the Armed Forces of the Philippines (AFP) Modernization Program as stipulated in its mandate – Republic Act No. 7227 or the Bases Conversion and Development Act of 1992.

Its publication is consistent with the government policy on transparency and integrity as it details and features BCDA's accomplishments for the year, pursuant to its mandates.

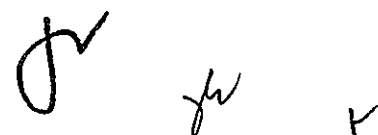
The publication is also in compliance with the requirement of RA 7227, Section 10 (e) to "submit an annual report of the Conversion Authority to the President of the Philippines, President of the Senate, and Speaker of the House of Representatives."

The BCDA Annual Report highlights BCDA's achievements in the transformation of Metro Manila baselands into world-class business districts, the conversion of military reservations into alternative productive civilian use, and the overall development of Central Luzon and the country in general.

Moreso, the report is an important channel to communicate the progress and accomplishments of BCDA's big-ticket projects included in President Rodrigo Roa Duterte's infrastructure program dubbed "Build Build Build", to wit: (1) Clark International Airport New Terminal Building, (2) Subic-Clark Cargo Railway Project, and the (3) New Clark City (NCC).

In addition, the report also serves as a communication tool to communicate to the public the authority's compliance with the Governance Commission for Government Owned-and-Controlled Corporations' (GCG) requirements and policies on good governance which include integrity management, whistleblowing policy, code of conduct, among others.

BCDA's performance is presented in the sections on Financial Report, Corporate Governance, AFP Modernization Program/Asset Disposition Program, Infrastructure Development, Special Economic Zones, and Corporate Social Responsibility (CSR).



OBJECTIVES:

The publication of the BCDA 2018 Annual Report aims to achieve the following objectives:

1. To promote better awareness among BCDA's stakeholders on its critical role in the AFP Modernization program;
2. To showcase BCDA's accomplishments and outstanding collaborations within the 26 years of pursuing its mandate—as prescribed by its charter, Republic Act 7227 (Bases Conversion and Development Act of 1992);
3. To disseminate accurate information on BCDA's stewardship of the country's resources in line with state policy on transparency and accountability;
4. To update the stakeholders on the progress and accomplishments of the BCDA big ticket projects under the Build Build Build Infrastructure Program of the Duterte Administration.
5. To raise awareness on and appreciation for BCDA-administered economic zones and new Metro Manila economic districts, thereby establishing the Philippines as a prime destination for tourism and business;
6. To promote BCDA as a state-run firm which upholds the values of transparency, integrity and good governance in its programs and projects; and,
7. To comply with the requirements of RA 7227 and the GCG.

Recognizing these objectives, BCDA is procuring the Consulting Services for the Production of the BCDA 2018 Annual Report.

PROCUREMENT TERMS:

The Bases Conversion and Development Authority (BCDA) is inviting all interested corporate communication, marketing, advertising or other communication firms (DESIGN STUDIOS OR AGENCIES WITH GRAPHIC DESIGN/ADVERTISING AS ITS MAIN BUSINESS) which have been in operations for at least three (3) years and with experience in concept development, design and layout, copywriting, photography and printing of premium collateral materials to submit their bid based on the following specifications:



1. **BUDGET: PESOS: ONE MILLION (PhP1,500,000.00) inclusive of any and all applicable taxes, fees and incidental expenses.**
2. **SCOPE OF WORK:**

The consultant shall be in charge of the production of the BCDA 2018 Annual Report with the following specifications:

- 2.1. **Concept/theme development and design of the Report;**
- 2.2. **Editorial services (editorial management, research, copywriting, copyediting, and proofreading):** Create an editorial team composed of 3-4 writers (including the managing editor/senior writer).
- 2.3. **Photography services:**
 - 2.3.1. Photography of situation/activity shots in digital format with resolution suitable for premium print in projects and large format/billboard display. Inclusive of materials, supervision fee and art/photo direction.

- a. Services shall also include aerial shot of at least one (1) location using a drone;
- b. Total of ten (10) shooting days;
- c. The Consultant shall identify the number of photography setups based on the proposed concept. Further, the following shall be taken into consideration:

Set-up for:

- i. BCDA Board of Directors and Management (President, Executive Vice President, Vice Presidents, Corporate Secretary, and Managers);
- ii. Location setups in:
 - Fort Bonifacio
 - Villamor Air Base
 - John Hay Special Economic Zone
 - Poro Point Freeport Zone
 - Clark Freeport and Special Economic Zone
 - Clark International Airport



- Bataan Technology Park
- New Clark City
- Others, as needed

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.

2.4. **Printing services:** Prepare print specifications and corresponding budget based on concept/design

Other general specifications are as follows:

Annual Report

Size	:	Cover : Folded 8" x 10" Spread 16" x 10" (¼" spine)
Or as proposed and approved by BCDA		
No. of pages	:	80 pages inclusive of cover Cover: 4 pages Inside: 76 pages
Color	:	Full / Full
Binding	:	Perfect Binding
Process	:	Offset
Paper Stock	:	Special Paper
Cover	:	Special Paper (ex: 9 Lives 300gsm or better)
Inside Page	:	Neenah White 90-100gsm or better
Quantity	:	1,000 pieces
Others	:	With matte lamination 1s With spot 3D 1s With diecut for USB flashdisk insert or as needed based on concept
Envelope		
Size	:	To fit
Paper	:	Bk#120 off white or better
Paper Color	:	Off white
Color	:	Full color
Process	:	Offset
Finish	:	With diecut, scoring, and pasting
Quantity	:	1,000 pieces



The print specifications may subject to change, as proposed and approved by BCDA.

2.5. Others

2.5.1. BCDA shall provide necessary models for the shoot but the consultant has to include in their budget the following:

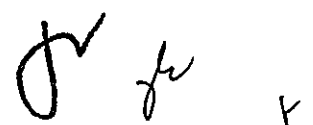
- a. Expenses related to transportation, meals of the Creative Team, models and other shooting expenses;
- b. Professional hair and make-up/grooming services for the following subjects—the BCDA Board, BCDA Management, Corporate Secretary and models;
- c. Transportation related to the creative production of the 2018 Annual Report. However, BCDA may provide additional logistical requirements, if necessary.

BCDA shall assist in securing permits/clearance for the conduct of the shoot, however the Consultant shall be in charge of any fees that need to be settled.

2.5.2. Computer work such as:

- a. Cover composition and manipulation of all pages of the Annual Report; and
- b. Design, layout and manipulation of all pages of the Annual Report. This shall include the following works:
 - i. High resolution scanning of photos and visuals; and;
 - ii. Basic construction and editing of maps and other visuals including infographics.

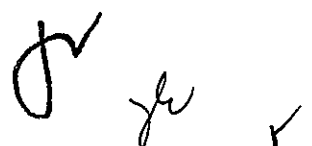
2.5.3. Utilize existing stock photos, artists' renders, and maps to be provided by BCDA as materials for the design and layout of the Annual Report;

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- 2.5.4. Produce premium quality Annual Report based on the agreed specifications, standards and concept acceptable to BCDA;
- 2.5.5. Turn over all BCDA raw materials (photos, videos, writings and/or documents) to BCDA;
- 2.5.6. Turn over to BCDA all electronic files of the photos taken during the photo shoot;
- 2.5.7. Perform press site activities with the BCDA CCO staff;
- 2.5.8. Turn over to BCDA the final artworks in Adobe InDesign and PDF formats (optimized and high resolution) including Adobe Illustrator and JPG formats of infographics, maps, charts, etc. and;
- 2.5.9. Packaging and entry of the BCDA 2018 Annual Report in at least one (1) award-giving body/event (e.g. Anvil Awards, Quill Awards, etc.) or in any reputable award-giving body.

3. DELIVERABLES

- 3.1. Concept design/theme and copy for the BCDA 2018 Annual Report;
- 3.2. Supervise the printing of the Annual Report;
- 3.3. Electronic files of photos taken during the photo shoot – all saved in a flash drive or in an optical disk (DVD);
- 3.4. Raw materials (photos, videos, writings and/or documents) produced/used during the production of the Annual Report – all saved in a flash drive or in an optical disk (DVD); and,
- 3.5. Final artworks in Adobe InDesign and PDF formats (optimized and high resolution) including Adobe Illustrator and JPG formats of infographics, maps, etc.

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4. COMPONENTS OF TECHNICAL PROPOSAL

Once shortlisted, the Consultant shall prepare the following as part of their Technical Proposal:

- 4.1. Two (2) proposed concepts/themes for the BCDA 2018 Annual Report;
- 4.2. Two (2) copywriting samples on the overall concept design (theme and rationale);
- 4.3. Two (2) copywriting samples of published works of the managing editor/senior writer;
- 4.4. Electronic file of the Corporate Profile;
- 4.5. Electronic file of the presentation; and,
- 4.6. Portfolio of the Photographer.

5. CREATIVE TEAM

The creative team shall be composed of four (4) members. The proposed members are:

- 5.1. One (1) Account Manager
- 5.2. One (1) Creative Director;
- 5.3. One (1) Managing Editor/Senior Writer; and,
- 5.4. One (1) Photographer

Note that the managing editor/senior writer will form an editorial team of 3-4 writers (including the managing editor).

6. QUALIFICATIONS OF THE CONSULTANT

- 6.1. The Consultant must strictly be a reputable corporate communication or advertising or marketing firm (can be design studios or agencies with graphic design/advertising as its main business) which has been in operations for at least three (3) years. In the case of joint ventures, the lead consulting firm should have at least three (3) years of business operation.

- 6.2. The Consultant must be registered online with the Philippine Government Electronic Procurement System (<http://www.philgeps.gov.ph>) as a legitimate service provider for government requirements.
- 6.3. The identified members of the proposed creative team must have at least three (3) years experience in communication or advertising as related to his function in the team.
- 6.4. The identified members of the proposed creative team must have handled at least three (3) creative projects which are similar in nature to the requirement (e.g. annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.) in a capacity related to his/her function in the team.
- 6.5. The Consultant must have produced at least one (1) similar creative project which is similar in nature to the requirement (e.g. annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.) with a content price amounting to 50 percent of the Approved Budget for the Contract (ABC).
- 6.6. The Consultant must have produced at least two (2) similar creative projects which are similar in nature to the requirement (e.g. annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.) regardless of the amount.

7. 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.

8. 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:

“33.2.1. The BAC shall conduct a detailed evaluation of bids using either of the following evaluation procedures as specified in the Bidding Documents:

a) Quality-Based Evaluation Procedure

i. A two-stage procedure shall be adopted whereby each consultant shall be required to submit his technical and financial proposals simultaneously in separate sealed envelopes.

ii. After receipt of bids, the technical proposals shall first be opened and evaluated, in accordance with Section 33.2.2 of the Implementing Rules and Regulations (IRR) of RA 9184 (Government Procurement Reform Act). The BAC shall rank the consultants in descending order based on the numerical ratings of their technical proposals and identify the Highest Rated Bid: Provided, however, that the Highest Rated Bid shall pass the minimum score indicated in the Bidding Documents.

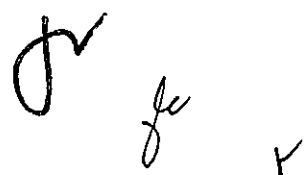
iii. The Head of the Procuring Entity shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.

iv. After approval by the Head of the Procuring Entity of the Highest Rated Bid, its financial proposal shall then be opened. The BAC shall, within three (3) calendar days, notify and invite the consultant with the Highest Rated Bid for the opening of financial proposal for the purpose of conducting negotiations with the said consultant. In the letter of notification, the BAC shall inform the consultant of the issues in the technical proposal the BAC may wish to clarify during negotiations.

v. Negotiations shall be in accordance with Section 33.2.5 of the IRR of RA 9184, provided that the amount indicated in the financial envelope shall be made as the basis for negotiations and the total contract amount shall not exceed the amount indicated in the envelope and the approved budget for the contract as stated in the Bidding Documents.”

9. EVALUATION CRITERIA FOR 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.



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 <i>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.</i>	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.

10. EVALUATION CRITERIA FOR TECHNICAL PROPOSAL

The Consultants will be evaluated accordingly based on the following criteria:

Criteria	Score	Required Minimum Technical Score
A. Applicable experience of the Consultant (20%)	20%	
B. Qualification of personnel who shall be assigned to the project (20%)	20%	
C. Plan of Approach and Project Methodology (60%)	60%	
TOTAL SCORE	100%	70%

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

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10. STANDARD OF SERVICES

The Consultant shall fulfill its obligations under the agreement by using its technical expertise and according to the best-accepted professional and industry standards. The Consultant shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of BCDA. To attain these, the consultant shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings.

The services shall be conducted by the Consultant in accordance with the instructions or directions made or to be made by the BCDA at any time before its completion. The Consultant shall conduct regular consultation with BCDA in relation to the undertaking of its responsibilities under the Contract Agreement.

11. CONFIDENTIALITY CLAUSE

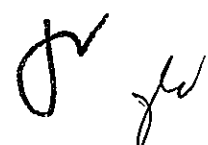
The Consultant warrants the full confidentiality of all information gathered for the consultancy contract given by BCDA, unless the latter indicates the contrary. The Consultant shall not disclose any communication disclosed to him for the purpose of this Services. After the completion of the contract, all materials, data, and other related documents provided must be returned to BCDA.

12. LIQUIDATED DAMAGES

The Consultant obligates itself to perform and complete all the Services within the period specified in the TOR, beginning from the starting date exclusive of such extensions of time as may be mutually agreed upon in writing. Should the CONSULTANT fail to complete the Services within the stipulated time, liquidated damages, not by way of penalty, shall be paid to BCDA by the CONSULTANT in an amount equal to one-tenth of one percent (1/10 of 1%) of the total CONTRACT price minus the value of the completed portions of the CONTRACT certified by BCDA for each calendar day of delay until the Services are completed.

13. CONFLICT OF INTEREST

The Consultant and its key staff, who may be directly associated with entities that may have an interest in or bias against any BCDA project, shall




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divulge the extent of its conflict with BCDA. The Consultant agrees that the conflict of interest may be a ground for BCDA to terminate the Contract.

14. TERMS OF PAYMENT

For services to be rendered, BCDA shall pay the consultant in the following manner:

- 14.1. The Consultant shall be paid ten percent (10%) of the Contract Price of the Annual Report upon submission of an inception report;
- 14.2. The Consultant shall be paid twenty percent (20%) of the Contract Price of the Annual Report upon submission and approval of the design concept;
- 14.3. The Consultant shall be paid twenty percent (10%) of the Contract Price of the Annual Report upon approval of the content outline;
- 14.4. The Consultant shall be paid twenty percent (20%) of the Contract Price of the Annual Report upon completion and approval of the copy;
- 14.5. The Consultant shall be paid twenty percent (20%) of the Contract Price of the Annual Report upon completion of the photo shoot;
- 14.6. The Consultant shall be paid ten percent (10%) of the Contract Price of the Annual Report of the upon submission and approval of final draft copy and layout;
- 14.7. The Consultant shall be paid the full amount of the Contract Price of the Annual Report, within thirty (30) days upon full delivery by Consultant and acceptance by BCDA of the Annual Report and submission by the supplier of a valid invoice. No payment shall be made except upon a certification by BCDA's authorized representative that the final works required have been duly inspected and accepted, that the same have been delivered in accordance with the terms of the CONTRACT and that all materials (final output in PDF format, color separation materials/negatives, electronic files, photos, etc.) have been turned over to BCDA.

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15. SETTLEMENT OF DISPUTES

The Parties agree to resolve any dispute that may arise between them with respect to this CONTRACT through good faith and amicable negotiation. If at any time during such negotiation, one Party determines in good faith that the Parties cannot resolve the dispute through negotiations, that Party will deliver a notice to the other Party that the dispute will be settled by arbitration in accordance with Republic Act No. 9285 otherwise known as the "Alternative Dispute Resolution Act of 2004", as amended, failing which, the Parties may resort to the filing of the appropriate case in the proper courts of Taguig City to the exclusion of the other courts. The arbitration shall be conducted in Metro Manila, Philippines.

16. ANTI-CORRUPTION POLICY

The Consultant warrants that no money or material consideration was given or has been promised to be given to any director, officer, or employee of BCDA to obtain the approval of this CONTRACT. The violation of this warranty shall constitute a sufficient ground for the rescission or termination of this CONTRACT without need of judicial action. Such rescission or termination shall be immediately effective upon service of notice to the Consultant.

17. 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.

