

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
BASES CONVERSION AND DEVELOPMENT AUTHORITY

# **ELIGIBILITY DOCUMENTS**

**PROCUREMENT OF**

**CONSULTANCY SERVICE FOR THE  
MAINTENANCE, LICENSING, CLOUD HOSTING  
AND OPERATION OF THE  
BUILD BUILD BUILD (BBB) PORTAL**

March 2019

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## ***Request for Expression of Interest***

### **CONSULTANCY SERVICE FOR THE MAINTENANCE, LICENSING, CLOUD HOSTING AND OPERATIONS OF THE BUILD BUILD BUILD PORTAL**

1. The Bases Conversion and Development Authority (BCDA), through its 2019 Corporate Budget intends to apply the sum of **Four Million Six Hundred Thousand Pesos (Php4,600,000.00)**, inclusive of all applicable taxes and fees, being the Approved Budget for the Contract (ABC) to payments for Consultancy Service for the Maintenance, Licensing, Cloud Hosting and Operations of the Build Build Build Portal. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

BCDA now calls for the submission of eligibility documents for Consultancy Service for the Maintenance, Licensing, Cloud Hosting and Operations of the Build Build Build Portal. The Consultant's work includes but shall not be limited to the maintenance of the current BBB Portal with the features outlined in the scope of work, management and monitoring of the cloud hosting of the portal including its license, management and monitoring of the Content Management System and its licenses, management and monitoring of the Jobs Portal within the Platform and integration of all Jobs portal of the agencies and their subsidiaries using the existing API of the portal, and the management and monitoring of a Case Management System allowing for citizen's feedback and monitoring of actions and resolutions.

Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **08 April (Mon) at 9:00 AM** at the BCDA Corporate Office 2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. And the opening of the Eligibility Documents and Eligibility check is on **08 April (Mon) at 10:00 AM**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

2. Interested bidders may obtain further information from BCDA and inspect the Bidding Documents at the BCDA Corporate Center, 2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City.
3. A complete set of Bidding Documents may be acquired by interested Bidders from **19 March to 08 April 2019** from the BCDA corporate center, 2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City). It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGeps) and from the BCDA website ([www.bгда.gov.ph](http://www.bгда.gov.ph))


4. A pre-eligibility conference shall be conducted on **26 March 2019, Tuesday, 03:30PM** at BCDA corporate center, 2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City.
5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including 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). The short list shall consist of at most five (5) prospective bidders who shall be entitled to submit bids. The criteria and rating system for shortlisting are:

<b>I. COMPANY TRACK RECORD</b>	<b>40%</b>
<b>II. QUALIFICATION OF PERSONNEL</b>	<b>55%</b>
<b>III. WORKLOAD RELATIVE TO CAPACITY</b>	<b>5%</b>
<b>TOTAL SCORE</b>	<b>100%</b>

6. Bidding shall be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184. 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.
7. BCDA shall evaluate the bids using the **Quality-Cost Based Evaluation (QCBE)** procedure. BCDA shall indicate the weights to be allocated for the Technical and Financial Proposals. Bid evaluation criteria and rating system shall be provided in the Instructions to Bidders.
8. The maintenance of the BBB Portal, with all its features, shall be completed within one (1) year. This means that the BBB Portal is running on the Cloud Platform. The contract with the consultant shall be for a period of one (1) year including cloud hosting, licenses, operations, jobs portal integration and maintenance.
9. 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. For further information, please refer to: **JEFF B. VINAS**

Head – Secretariat  
 Bids & Awards Committee for Consultancy Services  
 Tel. No. (632) 575-1700  
 Email address: jbvinas@bcda.gov.ph

Date of issue: **19 March 2019**

  
**Joanna Eileen M. Capones**  
 Vice Chairperson, Bids and Awards Committee – Consultancy Services  
 Email Address: jemcapones@bcda.gov.ph

# ELIGIBILITY DOCUMENTS

# ***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.

## **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;

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 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.
- 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 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.

# **ELIGIBILITY DATA SHEET**

## Eligibility Data Sheet

Clause	Eligibility Documents
1.2	<p>The procuring entity is the Bases Conversion and Development Authority (BCDA)</p> <p>The name of the contract is <b>CONSULTANCY SERVICE FOR THE MAINTENANCE, LICENSING, CLOUD HOSTING AND OPERATION OF THE BUILD BUILD BUILD (BBB) PORTAL</b></p>
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the period of March 2016 to March 2019 prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Prospective bidder may also submit a Certificate of Acceptance or valid proof of final payment issued by the client
4.2	Each prospective bidder shall submit one (1) original and one (1) copy of its eligibility documents.
4.3 (e)	<p>The envelope shall be addressed to:</p> <p><b>Joshua M. Bingcang</b>            Chairman, Bids and Awards Committee – Consultancy Services            Bases Conversion and Development Authority            2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue,            Bonifacio Global City, Taguig City</p>
4.3 (f)	The name of the project is <b>CONSULTANCY SERVICE FOR THE MAINTENANCE, LICENSING, CLOUD HOSTING AND OPERATION OF THE BUILD BUILD BUILD (BBB) PORTAL</b>
5	<p>The address for submission of eligibility documents is:</p> <p>Bases Conversion and Development Authority            2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue,            Bonifacio Global City, Taguig City</p> <p>The deadline for submission of eligibility documents is <b>08 April 2019 (Mon) at 9:00 AM.</b></p>
8.1	<p>The place of opening of eligibility documents is at the BCDA Corporate Center at 2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City</p> <p>The date and time of opening of eligibility documents is <b>08 April 2019 (Mon) at 10:00 AM.</b></p>
9.1	Similar contracts shall refer to any website and/or IT deployments that have been implemented by the prospective bidder

9.2

The criteria for shortlisting are as follows and the consultant should have a minimum total score of 60% to be shortlisted:

<b>Evaluation Criteria</b>	<b>Weight</b>
I. Company Track Record	40%
II. Quality of Personnel to be Assigned to the Project	55%
III. Workload Relative to Capacity	5%
<b>TOTAL SCORE</b>	<b>100%</b>

# **TERMS OF REFERENCE**



## TERMS OF REFERENCE

**PROJECT:        Consultancy Service for the Maintenance, Licensing, Cloud Hosting and Operation of the Build Build Build (BBB) Portal.**

**1.        BUDGET**

The approved budget for the contract (ABC) is **Four Million Six Hundred Pesos (Php 4,600,000.00)** inclusive of all applicable taxes and fees.

**2.        BACKGROUND AND OBJECTIVES**

In November 2016, the Duterte administration launched the biggest infrastructure push in the history of the country in support of its 10-point socio-economic agenda and the 2017-2022 Philippine Development Plan. The implementation of these various big-ticket infrastructure projects is expected to propel and unlock the country's economic potential. To effectively carry out this program, for the first time in Philippine history, the government's lead infrastructure and development agencies such as the Bases Conversion and Development Authority (BCDA), the Department of Transportation (DOTr), and the Department of Public Works and Highways (DPWH), in collaboration with the Department of Budget and Management (DBM), Department of Finance (DOF) and the National Economic and Development Authority (NEDA) are working in close coordination.

In order to sustain the strong inter-agency cooperation and ensure the success of the BBB Program, there shall be a commitment at the highest level, institutionalize this cooperation, and further strengthen the communication among the agencies and stakeholders. To formalize this cooperation and coordination, the abovementioned agencies entered into a Memorandum of Agreement (MOA) on the creation of the Build Build Build Core Committee (BBB-CC) whose main task is to plan, organize and implement the promotional activities as well as communication plans and strategies in support of the efforts of the present administration to efficiently and effectively implement its BBB Infrastructure Plan.

One of the tasks of the BBB-CC is to create an internet portal to monitor and showcase the priority infrastructure projects of the Duterte Administration. This project is an inter-agency effort to also serve as a transparency tool of the government for its BBB Infrastructure Plan.

BCDA initiated the creation of the BBB Portal build.gov.ph domain to promote these projects but members shall have a joint ownership, management and administration of the Portal. Since the portal is for public viewing, there is a need to continue managing and maintaining it with further enhancement. Previous consultant has maintained and developed several modules like the Jobs Portal.

Since the members of the BBB-CC have their own mandates to fulfill and to free the members from the additional task of managing the portal, there is a need to procure consulting services who shall ensure the management and implementation of the portal.

Under the MOA, the members of the BBB-CC are authorizing BCDA to procure the Consulting Services for the Maintenance, Enhancement and Hosting of the Build Build Build Portal. BCDA, DPWH and DOTr have agreed to share their resources in the procurement of the said consultancy service.

The consultant to be procured shall be able to:

- Maintain the current BBB Portal with the features outlined in the scope of work
- Manage and monitor cloud hosting of the portal including its license.
- Manage and monitor the Content Management System and its licenses.
- Manage and monitor the Jobs Portal within the Platform and integrate the BBB Jobs portal with the locators' portal of the BCDA subsidiaries using the existing API of the portal.
- Manage and monitor a Case Management System allowing for citizen's feedback and monitoring of actions and resolutions
- Assist the BBB agencies, especially BCDA, DPWH and DOTr and their contractors, in the utilization of the BBB Jobs Portal

The objectives of the PROJECT are as follows:

- 2.1 Deliver a Transparency and Accountability Portal (TAP) that should be accessible anytime and anywhere with only internet connection as a requirement.
- 2.2 Showcase high impact projects of the Duterte Administration that are envisioned to increase the productive capacity of the economy, increase incomes, and create a robust investment climate that will pave the way for more jobs;
- 2.3 Monitor and track in real-time high impact projects and relevant information made available to everyone.
- 2.4 Monitor and track in real-time, job creation as a result of the high impact Build Build Build infrastructure projects.
- 2.5 Achieve the fastest process design and collaboration, process application deployment, and iterative cycles of process improvement.
- 2.6 Deploy the portal in a robust cloud hosting service.

3. **SCOPE OF WORK**

The CONSULTANCY Service shall include, but not be limited to, the following:

Item	Description/Features of Item
A. Provision of a Cloud Platform	The CONSULTANT shall provide the Build Build Build cloud platform through "Platform as a Service (PaaS)" for the rapid development of its application systems and integrated website and should have wizards and visual design aids for application development.
	The cloud platform should provide complete control to Build Build Build administrator on managing access to the applications and other objects.
	The CONSULTANT shall manage and maintain the Business Process Management System (BPMS), Content Management System (CMS) and Case Management System (CaMS), running in C# Framework 4.5
	The CONSULTANT shall manage and maintain the applications in the Database Management System planning action applications, project monitoring, budget monitoring and management applications.
	<p>The following security features should be available:</p> <ul style="list-style-type: none"> <li>● Single Sign-on</li> <li>● Multi-factor Authentication</li> <li>● Security Level and Password Policies</li> <li>● SSL and HTTPS</li> </ul>
	The Cloud Platform, DBMS, CaMS, CMS and BPMS will allow remote user access, minimum of 12 users, and management to/of the database of Build Build Build via a web-based platform through internet connection.
	<p>The BPMS Should also have the following features:</p> <ol style="list-style-type: none"> <li>1. Process: Design, execute, manage, and optimize enterprise business processes using BPMS process modeling and execution platform.</li> <li>2. Rules: Automate, enforce and audit policies and practices with agile, centrally-managed business rules.</li> <li>3. Portal: Create dashboard mash-ups that deliver rich and personalize information and actions to each role in the process.</li> <li>4. Forms: Build dynamic and interactive web forms through a drag-and-drop interface, or quickly automate existing ADOBE PDF.</li> <li>5. Analytics: Track real-time process performance, create rich reporting dashboards, identify process bottlenecks, and optimize process efficiency.</li> <li>6. Content Management: Share, manage and store important documents and content in the processes with seamlessly integrate enterprise content management features.</li> <li>7. Data Access: Connect enterprise data sources and quickly build</li> </ol>

Item	Description/Features of Item
	new processes that incorporate and manage existing data.
B. Build Build Build Portal  (build.gov.ph)	<p>The CONSULTANT shall ensure that the Transparency and Accountability Portal (TAP) is accessible anytime and anywhere with the use of internet. The portal serves as an online gateway to access data in the online database, document management system, Jobs Portal feedback and case management system and metrics dashboards.</p> <p>The CONSULTANT shall enhance the Build Build Build website and integrate it with the platform running on the Cloud Platform.</p> <p>The CONSULTANT shall ensure that the BBB Portal features shall include, but not be limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Home page</li> <li>2. Project Details which should show:               <ul style="list-style-type: none"> <li>▪ Project Name</li> <li>▪ Project Description</li> <li>▪ Project Location</li> <li>▪ Budgets</li> <li>▪ Industry Sector</li> <li>▪ Project Proponent</li> <li>▪ Funding Source</li> <li>▪ Project Status</li> <li>▪ Project Milestones and Sub-Milestones</li> <li>▪ Project Documentation and Information</li> </ul> </li> <li>3. Jobs Portal</li> <li>4. Feedback Platform</li> <li>5. Project Management and Monitoring</li> <li>6. RSS News</li> <li>7. Success Stories</li> <li>8. Live Streaming Videos/Stored Videos</li> <li>9. Dynamic Polling/Survey</li> <li>10. Dashboards</li> <li>11. Reports</li> <li>12. Official Issuances/Announcements</li> <li>13. Contact Information</li> <li>14. Social network integration such as links to Facebook and Twitter</li> <li>15. Mood Meter</li> </ol> <p>The CONSULTANT shall ensure the availability of a facility for the public to directly download photos and relevant documents such as printable forms/reports/documents directly from the portal.</p> <p>The CONSULTANT shall ensure that the Portal is mobile/tablet adaptive/responsive and accessible in all internet browsers, such as Chrome, Mozilla, Safari, among others.</p>

Item	Description/Features of Item
	<p>The CONSULTANT shall ensure that the Document/Imaging uploading system performs and is capable of the ff:</p> <ol style="list-style-type: none"> <li>1. Uploading and hosting of all necessary documents/ images/ videos and other files relating to each of the Projects featured.</li> <li>2. Presentation and showcasing of those files within the specific product pages in the portal.</li> <li>3. Allow the users to upload actual photos and drone shots of the projects and download printable files uploaded directly from the portal.</li> <li>4. Allow the users to download to any application the Projects and other information posted through Content Management System from the Project milestone up to the sub-milestones information including its percentage, status and description, among others.</li> </ol>
<p>C. Integration of BBB Jobs Portal, using the API, with the portal of the BBB agencies to maximize the posting of jobs</p>	<p>The CONSULTANT shall integrate inside the Build Build Build Portal a Jobs Portal that enables the BBB agencies and their departments, contractors and their sub-contractors or manning agencies to fully manage posting of relevant jobs per project.</p> <p>The CONSULTANT shall enable jobseekers to access the Jobs Portal, submit applications and resumes, and eventually get hired by contractors or employers through the BBB Jobs Portal.</p> <p>The CONSULTANT shall enable the BBB Jobs Portal to integrate with existing external job platforms and websites.</p> <p>The CONSULTANT shall provide all relevant data and metrics through a dashboard that will be shown in the BBB Portal, tracking employment data and numbers as a result of the BBB infrastructure projects.</p> <p>The CONSULTANT ensure that the Jobs Portal is an end-to-end solution that enables Job Matching between potential employers (contractors) and jobseekers.</p> <p>The CONSULTANT shall ensure that the Jobs Portal is capable of employment tracking so as to give and push new job opportunities to jobseekers in the database if and when their current contract ends ensuring sustainability of employment.</p> <p>The CONSULTANT shall ensure that the Jobs Portal is integrated with social media applications such as Facebook Messenger, among others, to enable a chat platform between the employer and jobseekers, gather their applications and match their qualifications with the available jobs. The chat platform shall automatically integrate to the backend database through Application Programming Interface (APIs) for seamless integration.</p>

Item	Description/Features of Item
	<p>The CONSULTANT shall provide necessary support to the contractors/ employers by directly coordinating with them, upon endorsement of the respective agencies.</p> <p>The CONSULTANT shall ensure that the BBB Jobs Portal is integrated seamlessly with the portals of the following using the API developed by the previous consultant which should be carried out successfully within one (1) year:</p> <ul style="list-style-type: none"> <li>➤ BBB agencies: BCDA, DPWH and DOTr</li> <li>➤ 2 contractors’ portal: 1 for DPWH and 1 for DOTr</li> <li>➤ BCDA economic zones: Clark Special Economic Zone (CSEZ), John Hay Special Economic Zone (JHSEZ), Poro Point Special Economic and Freeport Zone (PPSEFZ) and Bataan Technology Park (BTP)</li> </ul>
D. Case Management System	<p>The CONSULTANT shall ensure that the case management system has the following features:</p> <ol style="list-style-type: none"> <li>1. Receive data, such as queries, complaints, suggestions, photos</li> <li>2. Integrate all queries, complaints, suggestions, photos, and other information received in the Portal into a single backend platform.</li> <li>3. Create proper identification and location of individuals who submitted the reports;</li> <li>4. Receive data from a single platform and assign tickets to responsible personnel who shall resolve the matter and prepare the reports;</li> <li>5. Monitor all activities per ticket;</li> <li>6. Close tickets once the issues are resolved;</li> <li>7. Provide a facility to communicate directly with complainants;</li> <li>8. Monitor and report aging of tickets;</li> <li>9. Provide dashboards that show all related captured data from all the tickets.</li> </ol>
E. Cloud Hosting Services	<ol style="list-style-type: none"> <li>1. The CONSULTANT shall ensure a scalable and robust Cloud Hosting Service for the BBB portal for one (1) year.</li> <li>2. Cloud Hosting Service Data Center shall be Tier III at the minimum.</li> <li>3. Cloud Hosting Service Data Center shall offer 100% hardware infrastructure redundancy.</li> <li>4. The CONSULTANT shall ensure that the cloud hosting is provided in two (2) servers to be used independently for: <ul style="list-style-type: none"> <li>• The Build Build Build front end portal</li> <li>• The Build Build Build backend application, database and DBMS</li> </ul> </li> <li>5. The CONSULTANT shall provide minimum 2000 GBPS dedicated bandwidth for the cloud servers.</li> <li>6. The CONSULTANT shall include all necessary server software licenses and specification, as follows: <ul style="list-style-type: none"> <li>• Microsoft Windows Standard 2012 R2 64 Bit</li> <li>• Microsoft Structured Query Language (MS SQL) Standard 2012</li> <li>• The minimum required license is Windows Standard 2012</li> </ul> </li> </ol>

Item	Description/Features of Item
	<ul style="list-style-type: none"> <li>• VM Host: Vmware ESXi 6.5</li> <li>• NIC Interface: 4Gbe Lan</li> </ul> <p>7. The CONSULTANT's Cloud Hosting Solution shall feature:</p> <ol style="list-style-type: none"> <li>a. Capacity and Performance Management <ul style="list-style-type: none"> <li>○ Fine Grained ACLs for resource allocation</li> <li>○ Resource Quota Management to track and limit resource allocation</li> <li>○ Dynamic Creation of Clusters as pools of hosts</li> <li>○ Dynamic Creation of Virtual Data Centers as fully-isolated virtual environments</li> <li>○ Federation of multiple zones for scalability, isolation or multiple support</li> </ul> </li> <li>b. High Availability and Business Continuity <ul style="list-style-type: none"> <li>○ High availability architecture</li> <li>○ Persistent database backend with support for high availability configurations</li> </ul> </li> <li>c. Virtual Infrastructure Management <ul style="list-style-type: none"> <li>○ Virtual Infrastructure Management adjusted to enterprise data centers</li> <li>○ Complete life-cycle management of virtual resources</li> <li>○ Powerful hooking system</li> <li>○ Full control, monitoring and accounting of virtual infrastructure resources</li> <li>○ Fine-grained multi tenancy</li> </ul> </li> <li>d. Hybrid Cloud <ul style="list-style-type: none"> <li>○ Native support for Cloud Bursting with connectors for AWS, Softlayer and Azure</li> </ul> </li> <li>e. Security <ul style="list-style-type: none"> <li>○ Fine-grained ACLs and user quotas</li> <li>○ Powerful user, group and role management</li> <li>○ Integration with user management services</li> <li>○ Fine-Grained auditing</li> <li>○ Support for isolation at different levels</li> </ul> </li> <li>f. Integration with Third Party Tools <ul style="list-style-type: none"> <li>○ Modular and extensible architecture</li> <li>○ Customizable plug-ins for integration with any third-party data center service</li> <li>○ API for integration with higher level tools</li> </ul> </li> <li>g. Upgrade Process <ul style="list-style-type: none"> <li>○ Long Term stability and performance through a single integrated patching and upgrade process</li> </ul> </li> <li>h. Quality Assurance <ul style="list-style-type: none"> <li>○ Internal quality assurance process for functionality, scalability, performance, robustness and stability</li> </ul> </li> </ol>
	<p>8. The CONSULTANT SHALL ensure the Cloud Hosting Solution Data Security features as follows:</p> <ol style="list-style-type: none"> <li>a. Data Security: Fortigate Next-Gen Firewall; Symantec Endpoint</li> </ol>

Item	Description/Features of Item
	Protection; and RDP Strict Policy b. Backup: File level backup and Disk/volume backup
F. Operations & Maintenance	<ol style="list-style-type: none"> <li>1. Ensure that the Portal is hosted online 24 hours a day, 7 days a week, and accessible worldwide through the internet.</li> <li>2. Operate and maintain all technical aspects of the Portal. Directly coordinate with the BBB agencies for any issues on the Portal that affect the agencies and ensure that the issues are resolved immediately. Initiate the resolution of the issues, upon consultation with concerned BBB agency.</li> <li>3. Provide Online, Phone and Physical support ensuring that the BBB Portal and the BPMS software is up 99.99% of the time.</li> <li>4. Provide a secure and reliable access and/or license for the content management of the various projects.</li> </ol>
G. Training and Integration Services	The CONSULTANT shall provide training and integration services for the BBB end-users and technical personnel to be able to implement, sustain, manage, and maximize utilization of the project.
H. Project duration	<p>The CONSULTANT is expected to maintain and manage the BBB Portal for one (1) year upon signing of the contract.</p> <p>The cloud hosting and operations and maintenance is for a period of one (1) year commencing immediately upon contract signing, plus additional one (1) month for warranty support.</p>
I. Ownership of data	All data build-up and source codes shall be turned over to the BBB Committee including the super admin access to all systems. The data build-up should be accessible using the BBB Committee server upon expiration of contract.

**4. DELIVERABLES**

- 4.1 VPN with 12 minimum licenses
- 4.2 Approved Project Plan
- 4.3 Web Portal
- 4.4 User Manual
- 4.5 Training for the users
- 4.6 Upon expiration of contract, all data and source codes in the Portal (for turnover to BBB Committee)

**5. COMPOSITION OF THE PROJECT TEAM**

- 5.1 The Project Team shall be composed of qualified and competent personnel who shall be assigned exclusively for the Project.
- 5.2 At the minimum, the Project Team shall be composed of the following with the following qualifications:



- a. One (1) Project Manager – shall be an IT practitioner with at least 3 years experience as a Project Manager in a field related to the project on bid.
  - b. At least two (2) Technical/Functional/Support/Database Specialists - an IT practitioner with at least 3 years experience in handling projects related to the project on bid.
  - c. One (1) website developer - professional web designer with at least 3 years experience in web design.
- 5.3 CONSULTANT shall guarantee that all members of the team are available to do the project during the duration of the project.

**6. ELIGIBILITY CHECK and SHORTLISTING OF THE CONSULTANT**

The determination of eligibility of the CONSULTANT shall be based on the documents submitted using a non-discretionary pass/fail criterion. From among those who have been considered eligible CONSULTANTS, a short list of at most five (5) proponents shall be drawn up.

The minimum criteria for eligibility are:

- 6.1 Shall be an IT company with at least three (3) years business operation. In case of joint ventures, the lead firm should have at least three (3) years of business operation and has implemented BPM Systems, Public Web Portals and Cloud Hosting Services;
- 6.2 Shall have at least one implementation of BMP System, Web Portal, Cloud Hosting Services or any related project with a transaction value of at least 50% of the ABC within the last five (5) years;
- 6.3 The key personnel to be assigned to the project should have at least three (3) years of experience in the implementation of BPM Systems, Public Web Portals and Cloud Hosting Services, and;
- 6.4 The CONSULTANT shall be able to present a detailed proposal on achieving the attached objectives and complying with the technical specifications.

Shortlisting of proponents shall be based on the following criteria and rating system. A total of 60% should be the minimum score to be shortlisted:

CRITERIA	% Points
I. Company Track Record	40%
II. Qualification of Personnel	55%
III. Workload Relative to Capacity	5%
<b>TOTAL SCORE</b>	<b>100%</b>

In the event that more than 5 proponents qualify, only the top 5 scorers will be shortlisted. Proponent shall be entitled to bid upon payment of non-refundable fee of Five Thousand Pesos only (Php 5,000.00).

Notwithstanding the eligibility of a CONSULTANT and/or its inclusion in the shortlist, BCDA reserves the right to review its qualifications at any time during the procurement process.

**7. EVALUATION CRITERIA FOR TECHNICAL PROPOSAL**

The CONSULTANT shall be selected through competitive bidding in accordance with the Revised IRR of RA 9184 and its implementing guidelines. The Technical Proposal of the proponents/ CONSULTANTS for this Consulting Services shall be evaluated according to the following criteria:

Evaluation Criteria	Weight
I. Experience and Capability of the Consultant	10%
II. Quality of Personnel to be Assigned to the Project	15%
III. Plan of Approach and Methodology	75%
<b>Total</b>	<b>100%</b>

The prospective bidders' proposal shall be evaluated based on the **Quality-Cost Based Evaluation (QCBE)**. 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. The technical proposal shall be given a weight of 75% while the financial proposal shall be given a weight of 25% in the evaluation of the consultants, for a total score of 100%.

After receipt of bids, the technical proposals shall first be opened and evaluated. The bidders shall be required to make a presentation of their technical proposal and conduct a Proof of Concept (POC). 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 of 70%.

After approval by the HoPE of the Highest Rated Bid, its financial proposal shall 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.

**8. OWNERSHIP OF DATA**

The BBB Committee shall have joint ownership, management, and administration of the Portal. Thus, all relevant data, materials, documents or reports prepared in the course of the performance of the Services by the Consultant shall be considered the exclusive property of the BBB Committee and shall not be used by the Consultant for purposes unrelated to this project without the prior written approval of the BBB Committee, through the BCDA. For the Job Portal, ownership of data is between the hiring party, i.e., contractors, and the third party Job Platform. Upon the completion or delivery of the Services, all such data and source codes, materials, documents or reports, including the "super admin", shall be turned over by the Consultant to the BBB Committee through BCDA. The Consultant shall not retain any of the said materials for its records. The data build-up shall be able to run using the BBB Committee server even upon expiration of contract.

**9. STANDARD OF SERVICES**

The CONSULTANT shall fulfill its obligations 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 for the best interest of BCDA.

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 the Project's completion. The CONSULTANT shall conduct regular consultation with BCDA in relation to the undertaking of its responsibilities.

**10. OBLIGATIONS OF BCDA**

BCDA shall create a Coordinating Team who shall facilitate, prepare, and provide information on business operations requirements and shall coordinate the same with the CONSULTANT, for the latter's efficient performance, facilitate the processing and approval of documents for the Project per deliverables and reports.

**11. LOGISTICAL SUPPORT**

The BBB Committee shall provide the workspace, tables and chairs, and multi-purpose tables, for the CONSULTANT's personnel while they are working on site for data or information gathering, whenever necessary.

**12. CONSIDERATION AND TERMS OF PAYMENT**

In consideration of the Services being required under this TOR, the Consultant shall be paid in the following manner:

MILESTONE	Payment
Upon completion of Portal, delivery of license, cloud hosting, training (signed	50%

and accepted by the BBB Committee)	
Upon completion of Jobs Portal integration with identified agencies in the scope of works, including training (signed and accepted by the BBB Committee)	40%
Turnover of data upon expiration of contract	10%

Payment of billing shall be made within fifteen (15) calendar days from acceptance of each deliverable. No progress payment shall be construed as an acceptance of the works or any portion thereof.

BCDA shall have the right to deduct from the CONSULTANT's claim for progress payment such amounts as may be necessary to cover third party liabilities and uncorrected defects discovered in the CONSULTANT's submissions.

**13. PERFORMANCE SECURITY**

To guarantee the faithful performance by the CONSULTANT of its obligations under the contract, it shall post a Performance Security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award and in no case later than the signing of the contract. The Performance Security may be in any of the following forms:

<b>Form of Security</b>	<b>Amount of Performance Security (Equal to % of the Total Contract Price)</b>
Cash, or cashier's check/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

The Performance Security shall remain valid until the issuance by BCDA of the Final Certificate of Acceptance.

The Performance Security shall be posted in favor of BCDA, and shall be forfeited in favor of the procuring entity in the event it is established that the CONSULTANT is in default in any of its obligations under the contract.

The Performance Security shall be released after the issuance of the Certificate of Acceptance. BCDA has no claims filed against the CONSULTANT.

**14. CONTRACT DURATION**

The CONSULTANT shall complete the Project in one (1) year. However, the Consultant shall provide continuous service for one (1) month upon expiry of contract, to ensure that the BBB Portal shall be able to continuously run until a new contract/procurement is executed.

**15. OTHER CONDITIONS**

BCDA reserves the right to reject any or all proposals, or to waive any defect or informality thereon or minor deviations, which do not affect the substance and validity of any or all of the proposals.

BCDA reserves the right to reject the proposal of a proponent found to be in any of the following situations:

- 1) The offer is not in accordance with the requirements of BCDA as provided for in this Terms of Reference;
- 2) The proponent has been discovered to have suppressed or falsified the information given to BCDA;
- 3) The proponent failed to satisfactorily perform/complete any previous contract with BCDA.

BCDA reserves the right to gather and conduct further validation of other relevant information affecting the proponent or the proposal before the approval of the contract. Should such verification uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of his/her proposal, BCDA may disqualify the said proponent from obtaining the award of the contract.

**16. CORRUPT, FRAUDALENT, COLLUSION AND COERCIVE PRACTICES**

Any attempt by a CONSULTANT to influence the BAC-C or its authorized representatives in the evaluation of the bids or contract award decision shall result in the rejection of its bid or revocation of award as the case may be, and the implementation of other sanction as remedies provided by law.

**17. CONFIDENTIALITY**

After the end of the contract, all materials, data, proprietary information and other related documents provided to the Consultant and which are hereby deemed owned by the BBB Committee shall be returned to the BBB Committee.

The Consultant undertakes that it shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with this confidentiality clause.

This confidentiality obligation shall survive even after the termination of the Contract.

The Consultant's breach of the confidentiality provision shall entitle the BBB Committee to legal and other equitable remedies, including but not limited to, the immediate cancellation of the Contract, and shall entitle the BBB Committee to claim for damages and any other relief applicable under the circumstances. The BBB Committee may also elect to terminate further access by the Consultant to any data and information related to the Project.

A Non-Disclosure Agreement shall be executed between BCDA and the Consultant which shall form part and shall outline, among others, confidential materials, knowledge, or information that both parties wish to share with one another for certain purposes but wish to restrict access to or by third parties

**18. CONTRACT SIGNING**

The winning CONSULTANT shall enter into contract with BCDA within ten (10) calendar days from receipt of the Notice of Award provided that all the documentary requirements and the posting of the Performance Security are complied with.

# **CHECKLIST OF REQUIREMENTS**

## ELIGIBILITY CHECKLIST

### Consultancy Service for the Maintenance, Licensing, Cloud Hosting and Operations of the Build Build Build Portal

Opening of Eligibility Documents: 08 April 2019 (Monday) 10:00am

Date and Time of Submission :

Original

Copy 1

TAB	2.1 (a) CLASS "A" DOCUMENTS	
<b>LEGAL DOCUMENTS</b>		
1		Valid PhilGEPS Certificate of Registration (Platinum Membership) or the following (a.i, a.ii, and a.iii)
	(a.i)	Registration certificate from Securities and Exchange Commission (SEC) for Corporations;
		Registration certificate from the Department of Trade and Industry (DTI) for sole proprietorship or;
		Registration certificate from Cooperative Development Authority (CDA) for cooperatives or; any proof of such registration as stated in the EDS.
	(a.ii)	Valid and current Mayor's permit (city or municipal)/municipal license, where the principal place of business of the prospective bidder is located.
(a.iii)	Tax Clearance as finally reviewed and approved by the BIR.	
<b>TECHNICAL DOCUMENTS</b>		
2	(a.iv)	<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.</p> <p><b>**Period is from March 2016 to March 2019</b></p>
3		<p>Summary of ALL COMPLETED Contracts Enumerated/Listed in the Statement Submitted following the format prescribed.</p> <p><b>**Period is from March 2016 to March 2019</b></p> <p><i>The bidder should have implemented and completed at least one implementation of BMP System, Web Portal, Cloud Hosting Services or any related project with a transaction value of at least 50% of the ABC within the last five (5) years. For this purpose, the required supporting documents are:</i></p> <ol style="list-style-type: none"> <li>1. Copy of notarized contract</li> <li>2. Certificate of completion or proof of final payment</li> </ol>



4		<p><b>Summary</b> of ALL ONGOING Contracts Enumerated/Listed in the Statement Submitted following the format prescribed.</p> <p><b>**Period is from March 2016 to March 2019</b></p> <p><i>For ongoing contracts, supporting documents are: a Copy of Notice of Award, or Notice to Proceed, or Contract. If a contract is to be submitted, the pages of the contract to be submitted should clearly state the following: a) Name of Parties to the Contract; b) Name of the Project; c) Start date and End date of Contract; d) Contract Amount; e) Signatures of the Parties; f) Acknowledgement Page (to show contract has been notarized).</i></p>	
5	(a.v)	Statement of 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.	
6	(a.vi)	Curriculum Vitae of the Firm, following the prescribed format.	
7	(a.vii)	Curriculum Vitae of Each Member of the Proposed CAS Project Team to Be Assigned to the Project, following the prescribed format.	
		Curriculum Vitae of the Project Manager	
		Curriculum Vitae of the Technical/Functional/Support/Database Specialists	
		Curriculum Vitae of the Technical/Functional/Support/Database Specialists	
		Curriculum Vitae of the Website Developer	
8	(a.viii)	Summary of CVs of Members of the Proposed CAS Project Team, following the prescribed format.	
9		Eligibility Documents Submission Form	
10		Secretary's Certificate, item "D" of Eligibility Documents Submission form	
<b>FINANCIAL DOCUMENTS</b>			
11	(a.ix)	The consultant's 2017 Audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions.	
<b>2.1 (b) CLASS "B" DOCUMENTS</b>			
12		Valid Joint Venture Agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.	

*Note: This checklist is only a guide to the prospective bidder. It is still the responsibility of the prospective bidder to read and comply with requirements.*

# **SAMPLE FORMS**

**STATEMENT OF ONGOING AND COMPLETED  
GOVERNMENT AND PRIVATE CONTRACTS**

**Date:** \_\_\_\_\_

**JOSHUA M. BINGCANG**

Chairman

Bids and Awards Committee-Consultancy Services

Bases Conversion and Development Authority

2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue

Bonifacio Global City, Taguig City

Dear **Mr. 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 Consultancy Service for Maintenance, Licensing, Cloud Hosting and Operations of the Build Build Build Portal, we certify that *(insert your company name)* has the completed contracts and ongoing contracts within the period of   **2016** to   **2019** which summary is attached herewith.

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**

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

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 **March 2016 to March 2019**.

Project Name / Name of Contract	Name of client	Location of the Contract / Location	Date of award of the contract	Start Date (Month/Year)	Completion Date (Month/Year)	Type and 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.										
3.										
4.										
5.										

Notes:

1. Provide extra rows/extra sheets if needed.
2. The Statement of all completed government and private contracts shall include all such contracts within the period of **March 2016 to March 2019**, prior to the deadline for the submission and receipt of eligibility documents.
3. The bidder should have implemented and completed at least one implementation of **BMP System, Web Portal, Cloud Hosting Services or any related project with a transaction value of at least 50% of the ABC within the last five (5) years**. For this purpose, the required supporting documents are: **Copy of notarized contract; and Certificate of completion or proof of final payment.**
4. **Supporting Documents for the Completed Projects should be submitted during the submission of Technical Proposal.**
5. 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).

### Summary of All ONGOING CONTRACTS Enumerated/Listed in the Statement Submitted

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 **March 2016 to March 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.										
3.										
4.										
5.										

Notes: Provide extra rows/extra sheets if needed.

1. The Statement of all ongoing government and private contracts (referred to as Annex A) shall include all such contracts within the period of March 2016 to March 2019, prior to the deadline for the submission and receipt of eligibility documents.
2. For ongoing contracts, supporting documents are: a) Copy of Notice of Award, or Notice to Proceed, or Contract. If a contract is to be submitted, the pages of the contract to be submitted should clearly state the following: a) Name of Parties to the Contract; b) Name of the Project; c) Start date and End date of Contract; d) Contract Amount; e) Signatures of the Parties; f) Acknowledgement Page (to show contract has been notarized)
3. **Supporting Documents for the On-going Projects should be submitted during the submission of Technical Proposal.**
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).

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

Date: \_\_\_\_\_

**JOSHUA M. BINGCANG**

Chairman

Bids and Awards Committee-Consultancy Services

Bases Conversion and Development Authority

2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue

Bonifacio Global City, Taguig City

Dear Mr. 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 Project Team below are all Filipino in nationality and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Project Team for the project are follows:

<b>Name of personnel</b>	<b>Assignment</b>
	<b>Project Manager</b>
	<b>Technical/Functional/Support/Database Specialists</b>
	<b>Technical/Functional/Support/Database Specialists</b>
	<b>Website Developer</b>

Attached for your reference are the Curriculum Vitae 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:

Provision and Implementation of BMP System, Web Portal, Cloud Hosting Services or any related project.: \_\_\_\_\_

Others (Pls. Specify) \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Major Accounts/Projects Handled: \_\_\_\_\_

*[List **all** Major Contracts/Projects completed within March 2016 to March 2019 giving date and names and address of employing company using the matrix below.]*

Name of Account/Project	Name & Address of Employing Company	Date
1.		
2.		
3.		

*\*Provide extra rows/extra sheets if needed.*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe \_\_\_\_\_ ***(Insert your company name)*** \_\_\_\_\_, its qualifications and its experience.

\_\_\_\_\_  
*[Full name and signature of the firm's authorized representative]      Day/Month/Year*

**Note:**

*Supporting Documents should be submitted during the submission of Technical Proposal*

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

Proposed Position: **Project Manager**  
 Name of Firm: \_\_\_\_\_  
 Name of Staff: \_\_\_\_\_  
 Profession: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Years of Professional Experience as Project Manager: \_\_\_\_\_  
 \_\_\_\_\_  
 Others (Pls. Specify) \_\_\_\_\_  
 Membership in Professional Societies: \_\_\_\_\_  
 \_\_\_\_\_  
 Detailed Tasks Assigned: \_\_\_\_\_  
 \_\_\_\_\_

**Education:**

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

School	Date Attended	Degree Obtained

(continue on separate sheet if necessary)

**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 locations of projects. For experience in last three (3) years, also give types of activities performed and client references, where appropriate. (continue on separate sheet if necessary)]*

Name of Company	From	To	Position Held
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

**Trainings:**

*[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended within five (5) years 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/Projects Handled:**

[List **all** Major Accounts/Projects\* handled in the Provision and Implementation of BMP System, Web Portal, Cloud Hosting Services or any related project giving date and names and address of employing company using the matrix below.]

**Provision and Implementation of Similar Projects:**

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

**Accounts/Projects Presently being Handled:**

[List **all** accounts/projects presently being handle using the matrix below]

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

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)**.

\_\_\_\_\_  
[Full name and signature of Team Member]

Date: \_\_\_\_\_  
Day/Month/Year

\_\_\_\_\_  
[Full name and signature of Authorized Representative]

Date: \_\_\_\_\_  
Day/Month/Year

**Note:**

Supporting Documents should be submitted during the submission of Technical Proposal

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

Proposed Position: **Technical/ Functional/ Support/ Database Specialist**  
 Name of Firm: \_\_\_\_\_  
 Name of Staff: \_\_\_\_\_  
 Profession: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Years of Professional Experience as **Technical/ Functional/ Support/ Database Specialist:**  
 \_\_\_\_\_  
 Others (Pls. Specify) \_\_\_\_\_  
 Membership in Professional Societies: \_\_\_\_\_  
 \_\_\_\_\_  
 Detailed Tasks Assigned: \_\_\_\_\_  
 \_\_\_\_\_

**Education:**

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

School	Date Attended	Degree Obtained

(continue on separate sheet if necessary)

**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 locations of projects. For experience in last three (3) years, also give types of activities performed and client references, where appropriate. (continue on separate sheet if necessary)]*

Name of Company	From	To	Position Held
1.			
2.			
3.			

**Trainings:**

*[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended within five (5) years 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/Projects Handled:**

List **all** Major Accounts/Projects\* handled in the Provision and Implementation of BMP System, Web Portal, Cloud Hosting Services or any related project giving date and names and address of employing company using the matrix below.]

**Provision and Implementation of Similar Projects:**

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

**Accounts/Projects Presently being Handled:**

[List **all** accounts/projects presently being handle using the matrix below]

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

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 Team Member] Day/Month/Year

\_\_\_\_\_ Date: \_\_\_\_\_  
 [Full name and signature of Authorized Representative] Day/Month/Year

Note:  
Supporting Documents should be submitted during the submission of Technical Proposal

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

Proposed Position: **Technical/ Functional/ Support/ Database Specialist**  
 Name of Firm: \_\_\_\_\_  
 Name of Staff: \_\_\_\_\_  
 Profession: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Years of Professional Experience as **Technical/ Functional/ Support/ Database Specialist**:  
 \_\_\_\_\_  
 Others (Pls. Specify) \_\_\_\_\_  
 Membership in Professional Societies: \_\_\_\_\_  
 \_\_\_\_\_  
 Detailed Tasks Assigned: \_\_\_\_\_  
 \_\_\_\_\_

**Education:**

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

School	Date Attended	Degree Obtained

(continue on separate sheet if necessary)

**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 locations of projects. For experience in last three (3) years, also give types of activities performed and client references, where appropriate. (continue on separate sheet if necessary)]*

Name of Company	From	To	Position Held
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

**Trainings:**

*[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended within five (5) years using the matrix below] (continue on separate sheet if necessary)*

Training	Date Attended



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

Proposed Position: **Website Developer**

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Years of Professional Experience as **Website Developer:**

Others (Pls. Specify) \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Education:**

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

School	Date Attended	Degree Obtained

(continue on separate sheet if necessary)

**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 locations of projects. For experience in last three (3) years, also give types of activities performed and client references, where appropriate. (continue on separate sheet if necessary)]*

Name of Company	From	To	Position Held
1.			
2.			
3.			

**Trainings:**

*[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course, title, dates attended within five (5) years 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/Projects Handled:**

List **all** Major Accounts/Projects\* handled in the Provision and Implementation of BMP System, Web Portal, Cloud Hosting Services or any related project giving date and names and address of employing company using the matrix below.]

Provision and Implementation of Similar Projects:

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

**Accounts/Projects Presently being Handled:**

[List **all** accounts/projects presently being handle using the matrix below]

Name of Client	Name of Project	Period Covered (inclusive Dates)	Position Held
1.			
2.			

(continue on separate sheet if necessary)

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)**.

\_\_\_\_\_  
[Full name and signature of Team Member] Date: \_\_\_\_\_  
Day/Month/Year

\_\_\_\_\_  
[Full name and signature of Authorized Representative] Date: \_\_\_\_\_  
Day/Month/Year

Note:  
Supporting Documents should be submitted during the submission of Technical Proposal

## SUMMARY OF CVS OF THE MEMBERS OF THE PROPOSED PROJECT 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 Proposed Position/Task	to
1.						<b>Project Manager</b>				
2.						<b>Technical Functional/ Support/ Database Specialist</b>				
3.						<b>Technical Functional/ Support/ Database Specialist</b>				
4.						<b>Website Developer</b>				

*Note: The data provided in this Form should be consistent with those in the Curriculum Vitae of the respective Key Personnel*



## ELIGIBILITY DOCUMENTS SUBMISSION FORM

### CONSULTANCY SERVICE FOR MAINTENANCE, LICENSING, CLOUD HOSTING, AND OPERATIONS OF BUILD BUILD BUILD PORTAL

Date: \_\_\_\_\_

**JOSHUA M. BINGCANG**

Chairman

Bids and Awards Committee-Consultancy Services

Bases Conversion and Development Authority

2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue

Bonifacio Global City, Taguig City

Dear **Mr. Bingcang**:

In connection with your Request for Expression of Interest dated \_\_\_\_\_ for the Consultancy Service for the Maintenance, Licensing, Cloud Hosting and Operations of the Build Build Build Portal, ***(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)*** is 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;

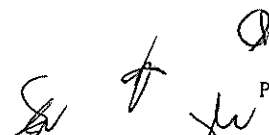
- f) It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and
- g) It complies with existing labor laws and standards.
- h) It complies with the minimum qualifications and requirements as indicated in the Request for Expression of Interest (REI), Eligibility 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**

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# SECRETARY'S CERTIFICATE

**(Note: Attached herewith a Certified True Copy)**