

**PROCUREMENT OF CONSULTING SERVICES FOR
THE BCDA 2024 CLIENT SATISFACTION MEASUREMENT**

Bid Bulletin No. 01

This Bid Bulletin clarifies queries/questions raised during the Pre-Bid Conference held on **Thursday, May 30, 2024, 10:00 A.M.**, and written clarifications received through email during the same day, pertaining to the above-cited consulting services.

I. QUERIES/QUESTIONS BY THE BIDDERS

a. Queries/Questions raised during the Pre-Bid Conference:

Queries/Questions	Clarifications/Responses
1. May I ask for clarification on the deadline of submission of proposals? The date in the slides state June 5 as the deadline for proposals while the date stated in the Request for Proposal is June 6.	The deadline for the submission of proposals for the BCDA 2024 Client Satisfaction Measurement (CSM) is on Thursday, June 6, 2024, at 9:00 A.M. A Bid Bulletin will be published for reference.
2. May I know the sample size of the respondents?	The sample size for the respondents of the BCDA 2024 CSM Report is between 4,000 to 5,000..

b. Queries/Questions received in the email:

Queries/Questions	Clarifications/Responses
1. May I ask if we can forego the requirement on diploma. I lost my diploma years ago when we moved houses. Requesting this from the UP School of Statistics/ UP Office of the Registrar in Diliman takes a minimum of three months to one year, depending on the situation.	If a copy of the diploma is not available, a copy of the Transcript of Records may be accepted so as to substantiate the personnels' Curriculum Vitae. Training Certificates to be presented should cumulatively support at least eight hours of training, as required.

<p>My employment history speaks for itself as I have been hired back in year 2000 as a Research Executive at the Philippine Survey and Research Center which requires a Bachelors degree. Please let me know if this is okay. Certificates on training as well may not be readily available. Hope you understand.</p>	
<p>2. Are there bid bulletin updates to the Terms of Reference (TOR).</p>	<p>There are no changes in the TOR.</p>

II. PRESENTATION FOR THE PRE-BID CONFERENCE

The presentation discussed during the Pre-Bid Conference held on **Thursday, May 30, 2024**, can be accessed using the link below:

Link: <https://tinyurl.com/CSMPreBidPresentation>

This presentation is for discussion purposes only. Should there be any inconsistencies, the bidding documents (*i.e.*, Request for Proposal, Terms of Reference, and Bidding Forms) shall prevail over the presentation.

III. REVISED SCHEDULE OF PROCUREMENT ACTIVITIES*

Activities		Time	Date (From)
1	Pre-Bid Conference	10:00AM	Thursday, May 30, 2024
2	Last day of Receiving of Request for Clarification	5:00PM	Friday, May 31, 2024
3	Issuance of Bid Bulletin		Monday, June 03, 2024

4	Deadline for Submission of Proposals	9:00AM	Thursday, June 06, 2024	
5	Opening of Proposals	9:30AM	Thursday, June 06, 2024	
6	Evaluation of Proposals		Thursday, June 06, 2024	Friday, June 07, 2024
7	Deliberation of Results of Proposals		Monday, June 10, 2024	
8	Conduct of Post-Qualification on HRB/SRB		Tuesday, June 11, 2024	Thursday, June 13, 2024
9	Determination of HRRB/SRRB and Issuance of End-user Recommendation of HRRB/SRRB to the HoPE		Friday, June 14, 2024	
10	Approval of HRRB/SRRB and NOA by HoPE		Monday, June 17, 2024	
11	Issuance of Notice of Award		Tuesday, June 18, 2024	
12	Contract Signing and Posting of Performance Security		NLT June 28, 2024	
13	Issuance of Notice to Proceed		NLT June 29, 2024	

* *subject to change*

IV. REMINDERS

a. General Notes/Reminders

1. All data on the forms shall be correct and consistent.
2. All forms shall be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
3. The CVs of all the nominated key personnel shall be supported with valid licenses/professional registrations, certificates of training attended, diplomas, work experiences, and other supporting documents relative to the credentials of the proposed Professional staff.

For expired licenses, copy of the expired license, proof of application, and payment for renewal shall be included.

4. Only contracts/projects that are supported with proofs shall be considered for evaluation, as follows:
 - Certificate of Completion or Acceptance or valid proof of final payment issued by the client, in case of completed contracts.
 - Notice of Award, Notice to Proceed, or signed contracts issued by the client for ongoing contracts and for contracts awarded but not yet started.
5. Only training supported with proofs shall be considered for evaluation.
6. For the Bidding Forms:

Form No.	Form	Duly signed by the Authorized Representative	Duly Notarized
TECHNICAL PROPOSAL			
EF 1	Eligibility Documents Submission Form	✓	
-	<ul style="list-style-type: none"> • PhilGEPS Certification of Registration under Platinum Membership or Red Membership (all pages) pursuant to Section 8.5.2 of the 2016 revised IRR. • Mayor's/Business Permit or recently expired Mayor's permit, the official receipt for renewal within the period prescribed by the concerned local government unit and the recently expired Mayor's permit shall be submitted, in case of PhilGEPS Certification of Registration under Red Membership is 		

	<p>submitted.</p> <ul style="list-style-type: none"> • Latest Income/Business Tax Return, in case of PhilGEPS Certification of Registration under Red Membership is submitted. 		
TPF 1	Statement of All Completed Government and Private Contracts, For The Past 2 Years	✓	
TPF 2	Summary of Completed Projects for the Past 2 Years (All completed government and private contracts)	✓	
TPF 3	Summary of Curriculum Vitae	✓	
TPF4	Curriculum Vitae (CV) for Proposed Professional Staff	✓	
TPF 4A	Over-all Project Manager	✓ (should also be duly signed by the nominated Key Personnel)	
TPF 4B	Research Executive/Analyst	✓ (should also be duly signed by the nominated Key Personnel)	
TPF 4C	Data Processing Manager	✓ (should also be duly signed by the nominated Key Personnel)	

TPF 4D	Lead Statistician	✓ (should also be duly signed by the nominated Key Personnel)	
TPF 5	Format of Curriculum Vitae (CV) of the Firm/Entity	✓	
TPF 6	Certificate of Availability of Key Personnel	✓	
TPF 7	Plan of Approach and Methodology	✓	
FINANCIAL PROPOSAL		✓	
FPF 1	Financial Proposal Submission Form	✓	
	Omnibus Sworn Statement	✓	✓
	Secretary's Certificate Format (where applicable)	✓	✓
	Special Power of Attorney Format (where applicable)	✓	✓

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the duly authorized representative of the prospective bidder.
- b. **Deadline for Submission of Proposals.** The Bidders' Proposals must be duly received by the Public Affairs Department (PAD) through manual/physical submission at the BCDA Central Receiving and Releasing Area (CRRRA), BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, **on or before 9:00 A.M., June 06, 2024, Thursday.** Late submission of Proposals shall not be accepted. The prospective bidders may submit their Proposals before the deadline for submission of bids to avoid late submission. The editable bidding forms is provided for guidance, and may be downloaded using the link below:

Link to editable bidding forms:

<https://tinyurl.com/BCDACSM2024BiddingForms>

Please be reminded that the reference time that will be followed shall be the computer system clock at the **BCDA-CRRA**, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City. All bidders are advised to synchronize their timepieces therewith.

- c. **Opening of Proposals.** Opening of Proposals shall be on **June 06, 2024, 9:30 A.M.**, at the BCDA Office, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, and/or through:

Zoom link:

<https://tinyurl.com/BCDACSM2024BidOpening>

For Online Participants:

1. Online participants are requested to enter their contact details (company name, email address and mobile number) in the chat box of the platform. The said contact details will be saved on file for procurement invites.
2. The online platform will be opened 15 minutes prior to official start at 10:00 a.m. and participants are required to log in no later than five minutes prior to the said official start time.
3. The Public Affairs Department is the host of the meeting. We may mute/unmute audio inputs of any or all participants. Mute your mic whenever you're not speaking.
4. All participants shall use the following name format for easy identification:
<Company Acronym>_<Full Name of participant>
5. The camera should be turned off by default to preserve your Internet connection bandwidth and assure better audio. However, during the roll call, kindly turn on your camera, state the complete name of your company and your full name, so that you can be properly identified and acknowledged. The camera should again be turned off after the roll call.
6. Please refrain from asking questions during the presentation. After the presentation you may type the question in the chat box or raise your hand to be acknowledged. Members of the Public Affairs Department shall read each of the questions in the chat box or acknowledge each bidder raising their hand. Questions will be answered by the Public Affairs Department one by one.

7. If a prospective bidder needs to further clarify or ask follow-up questions, he/she can do so by raising his/her hand. Please wait to be acknowledged before speaking. Only one (1) participant shall speak at a time.

For In-Person Participants:

All bidders must adhere to the following health and safety protocols:

1. A maximum of two (2) participants per bidder is allowed to join the conference.
2. Bidders who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature, and sneezing are advised not to proceed to the BCDA Office and consider joining online.

The submitted proposals will be opened in the presence of the prospective bidder or its authorized representative who chooses to attend the activity. Attendance of the bidders during the Opening of the Proposals is not mandatory, but merely discretionary or optional.

All prospective bidders are also reminded to regularly check the PhilGEPS and BCDA's website for updates, advisories, and postings of Bid Bulletin in relation to this procurement activity.

This Bid Bulletin shall be considered as an integral part of the Bidding Documents for the aforesaid Consulting Services. All provisions and statements in the Bidding Documents for the Consulting Services inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued this 3rd day of June 2024.


LEILANI BARLONGAY-MACASAET
Vice President
Public Affairs Department

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