

Bids and Awards Committee for Consulting Services (BAC-C)

**PROCUREMENT OF CONSULTING SERVICES FOR THE PRODUCTION OF THE BCDA
CORPORATE VIDEO**

Bid Bulletin No. 1

This bid bulletin clarifies the queries/questions raised during the Pre-eligibility Conference held on 17 July 2025 and written clarifications received through email pertaining to the above-cited consulting services.

I. QUERIES/QUESTIONS BY THE PROSPECTIVE BIDDERS

a. Queries/Questions raised during the Pre-eligibility Conference

Queries/Questions	Clarifications/Responses
1. For joint ventures, does the lead firm need a specific business classification and meet all technical requirements alone, or can relevant experience and qualifications be shared across partners?	A specific business classification is not required under the Bidding Documents, provided that the bidder meets the minimum qualifications stated in the Terms of Reference. The relevant experience and qualifications can be shared across the JV partners. However, the lead firm must have at least three (3) years of business operations as stated in Item 4.2 of the Terms of Reference.
2. How can we define “similar projects”?	The term similar projects is defined under Section 2.1(a)(ii) of the Eligibility Data Sheet as follows: <i>“Similar projects refer to television commercials, digital advertisements, television series, digital series, brand videos, films, animation videos, corporate and commercial audio-visual presentations, product videos, short films, and full-length films or movies are considered the same by nature.”</i>
3. When you say three (3) years of completed contracts, does it mean those from July 2022 to July 2025? Is the basis of it the time it was completed and paid?	Yes, the three year period shall be from July 2022 to July 2025. Eligibility is determined based on the date of project completion.
4. On the ongoing contract, is there a percentage/scoring equivalent for the	Please refer to the criteria for shortlisting, as follows:

number of contracts (e.g., three (3) or more, or two (2) or less)?	<table><tr><th>Evaluation Criteria for Shortlisting</th><th>Rating</th><th>Minimum Required Score</th></tr><tr><td>1. Relevant Experience of the Consultant</td><td>30%</td><td>21%</td></tr><tr><td>2. Qualification of the Key Personnel who may be assigned to the Consulting Services</td><td>50%</td><td>35%</td></tr><tr><td>3. Current workload of the Consultant relative to its capacity</td><td>20%</td><td>14%</td></tr><tr><td>Total</td><td>100%</td><td>70%</td></tr></table> <p>All submissions will be assessed in accordance with the criteria stated in the bidding documents. We encourage all bidders to carefully review the bidding documents and submit their proposals in line with the stated requirements.</p>	Evaluation Criteria for Shortlisting	Rating	Minimum Required Score	1. Relevant Experience of the Consultant	30%	21%	2. Qualification of the Key Personnel who may be assigned to the Consulting Services	50%	35%	3. Current workload of the Consultant relative to its capacity	20%	14%	Total	100%	70%
Evaluation Criteria for Shortlisting	Rating	Minimum Required Score														
1. Relevant Experience of the Consultant	30%	21%														
2. Qualification of the Key Personnel who may be assigned to the Consulting Services	50%	35%														
3. Current workload of the Consultant relative to its capacity	20%	14%														
Total	100%	70%														
5. On the Curricula Vitae (CVs), is the original signature required, or will digital signature be accepted?	Electronic signatures are acceptable. For the eligibility stage, the CVs are not required to be notarized.															
6. Do we only need to pay the bidding documents upon being shortlisted?	Yes. The payment of bidding documents shall be made upon the issuance of the Notice of Eligibility to the shortlisted bidders.															
7. Do all pages need to be duly signed and certified as true copies?	The supporting documents need not be certified as true copies but must be duly signed by the authorized representative and nominated key personnel.															
8. Can the consultant also be the authorized representative of the firm?	Yes.															
9. If the Director and Director of Photography are the same person, do we still need to submit two separate CVs for each role? Or is one CV showing both roles enough?	The requirement is for four (4) distinct key personnel, each with corresponding CV.															
10. Can we submit proposed personnel more than required?	Yes, additional personnel may be proposed. However, for eligibility evaluation purposes, only the designated key personnel will be assessed/evaluated.															
11. Can we have the criteria for the plan of approach and methodology?	Please refer to the bidding documents. Plan of approach and methodology is given a weight of 60%. This will be evaluated during the second stage of the procurement process.															

b. Queries/Questions sent via Email

Queries/Questions	Clarifications/Responses
1. We are writing to respectfully request access to the eligibility forms.	Please refer to Section VI (B) of this bid bulletin.

II. AMENDMENTS

Item No.	Section in Bidding Documents	Original Provision	Amendment/Clarification	Reason for Amendment
1	Section VI. Terms of Reference 2. Scope of Work and Deliverables 2.5 Video formats and technical requirements	All videos should be voiced over in English and submitted in versions with and without subtitles including translations to at least two (2) foreign languages, such as Korean and Japanese.	All videos should be voiced over in English and submitted in versions with and without subtitles including translations to at least three (3) foreign languages, namely Korean, Japanese, and Mandarin .	To broaden accessibility and reach for a wider international audience, including potential investors and partners from Mandarin-speaking regions.

III. PRESENTATION FOR THE PRE-ELIGIBILITY CONFERENCE

The presentation discussed during the Pre-eligibility Conference held on 18 July 2025 can be accessed using the link below:

Presentation

<https://tinyurl.com/Pre-elig-Pres-CorVid>

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

IV. SCHEDULE OF PROCUREMENT ACTIVITIES*

	Activities	Time	Date
1	Deadline for Requests for Clarification	05:00 PM	19 July 2025
2	Issuance of Bid Bulletin in Response to Additional Clarifications		22 July 2025
3	Deadline for Submission of	09:00 AM	29 July 2025

Activities		Time	Date	
	Eligibility Documents			
4	Opening of Eligibility Documents and Eligibility Check	10:00 AM	29 July 2025	
5	Eligibility Check and Shortlisting		30 July 2025	01 August 2025
6	Notification on the Results of Eligibility Check and Shortlisting		05 August 2025	
7	Pre-bid Conference	10:00 AM	14 August 2025	

* *subject to change*

V. OTHER CLARIFICATIONS

- Bidders who are sole proprietors shall include copies of previous DTI Certificates as part of the eligibility documents submission to establish the length of their industry experience from registration. Please include the DTI certificate alongside the PhilGEPS Certificate of Registration in Tab No. 2. Failure to establish the minimum required length of industry experience is a ground for disqualification.

VI. REMINDERS

A. General Notes/Reminders

- All data on the forms shall be correct and consistent.
- All forms shall be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
- 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.

- 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.

*Bid Bulletin No. 1: Procurement of Consulting Services for the Production of the BCDA Corporate Video
July 2025 / Version 1*

Page 4 of 7

5. Only training supported with proofs shall be considered for evaluation.

6. For the Eligibility Forms:

Eligibility Forms	Duly signed by the Authorized Representative	Duly Notarized
• EF 1 - Eligibility Documents Submission Form	✓	
• EF 2 - Statement of All On-Going and Completed Government and Private Contracts, Including Contracts Awarded but not Yet Started as Well as Contracts Where Works Have Been Completed but not Yet Accepted for the Past 10 Years	✓	
• EF 3A - Summary of Completed Projects for the Past 10 Years (All completed government and private contracts)	✓	
• EF 3B - Summary of Ongoing Projects for the Past 10 Years (All ongoing government and private contracts, including contracts awarded but not yet started as well as contracts where works have been completed but not yet accepted)	✓	
• EF 4 - Consultant's References: Relevant Services Carried Out for the Past 5 Years That Best Illustrate Qualifications	✓	
• EF 5 - Summary of Curriculum Vitae (CV)	✓	
• EF6A to 6D - Format of CV for Proposed Professional Staff	✓ (should also be duly signed by the nominated Key Personnel)	

<ul style="list-style-type: none"> EF 7 - Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals and of availability for the duration of the Project 	✓	
<ul style="list-style-type: none"> Secretary's Certificate Format (where applicable) 	✓	✓
<ul style="list-style-type: none"> Special Power of Attorney Format (where applicable) 	✓	✓

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative of the prospective bidder.

B. Deadline for Submission of Eligibility Documents. The Eligibility Documents must be duly received by the BAC-C Secretariat through manual/physical submission at the BCDA Central Receiving and Releasing Area (CRRA), BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, **on or before 9:00 AM of 29 July 2025, Tuesday**. Late submission of Eligibility Documents shall not be accepted. The prospective bidders may submit their Eligibility Documents before the deadline for submission of bids to avoid late submission. The editable eligibility forms may be downloaded using the link below:

Eligibility Documents

<https://tinyurl.com/EForms-CorVid>

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 Eligibility Documents and Eligibility Check. Opening of Eligibility Documents and Eligibility Check shall be on **29 July 2025, Tuesday, 10:00 AM** 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/Open-EDocs-CorVid>

Meeting ID: 893 9456 7657

Passcode: 709819

Eligibility Documents will be opened in the presence of the prospective bidder or its authorized representative who chooses to attend the activity. The prospective bidders are highly encouraged to attend onsite during the opening of the Eligibility Documents.

*Bid Bulletin No. 1: Procurement of Consulting Services for the Production of the BCDA Corporate Video
July 2025 / Version 1*

Page 6 of 7

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 afore-cited 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 22nd day of July 2025.


ATTY. GISELA Z. KALALO

Chairperson

Bids and Awards Committee for Consulting Services

BACC2025-0269

*Bid Bulletin No. 1: Procurement of Consulting Services for the Production of the BCDA Corporate Video
July 2025 / Version 1*

Page 7 of 7