

BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES (BAC-C)

**Pre-Eligibility Conference for the Procurement of Consulting Services for the Conduct of the Fourth
Phase of TCV Program**

Bid Bulletin No. 1

12 November 2020

This Bid Bulletin contains the Minutes of the Pre-Eligibility Conference held on 09 November 2020, 1:00 PM via Zoom. This Bid Bulletin also contains clarifications and modifications and shall form an integral part of the Eligibility Documents.

PART I. MINUTES OF THE PRE-ELIGIBILITY CONFERENCE

I. Attendees

BAC-C

SVP Joshua M. Bingcang	Chairperson
Virgil Alvarez	Member
Madonna Cinco	Member
Jocelyn L. Caniones	Member

TWG

Vergel Q. Paras	TWG Head
Mark Rey DG. Batonghinog	
Jayvee L. Lanciola	

Secretariat

Stevenson E. Tugas Jr.	Head-Secretariat
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End-user

Raul Buensalida

IPMD

Rupel Agatha Lei C. Gabriel

Representative of Prospective Bidders

Monica Anna Rodriguez	NXT LVL Experience
Masikap Fontanilla	NXT LVL Experience
Lucille Jestre-Albania	NXT LVL Experience

II. CALL TO ORDER:

There being a quorum, Chairperson Bingcang called the pre-eligibility conference to order at 1:00 PM and welcomed the prospective bidders.

III. PRE-ELIGIBILITY CONFERENCE PROPER

A. Rupel Agatha Lei C. Gabriel presented the overview of BCDA and NCC.

- a. The Bases Conversion and Development Authority is a government-owned and controlled development corporation vested with corporate powers under the Republic Act 7227 (Bases Conversion and Development Act of 1992).
- b. BCDA engages in public-private partnerships to push forward vital public infrastructure such as tollways, airports, seaport, and major real estate developments. It is one of the key agencies driving “Build Build Build”, the Philippine government’s most ambitious infrastructure plan in Philippine history.
- c. Clark Freeport Zone is a mixed-se hub for business, industry, tourism, and uprising entertainment and gaming center in the Philippines.

Over the years, Clark Freeport Zone evolved to be one of the top business destinations with growing high-end IT enabled industries, logistics enterprises, and tourism development.

With an airport at the heart of the economic zone, Clark is envisioned to be the country’s leading aerotropolis.

- d. The New Clark City is a 9,450-hectare master-planned city located within the Clark Special Economic Zone. The comprehensive master development plan is formed in collaboration with the Japan Overseas Infrastructure Investment Corporation for Transport and Urban Development (JOIN), and in partnership with urban planning and engineering firms. Among its salient characteristics are its disaster-resilient location, and accessibility via major expressways, public transport, and airport.

Pioneer developments in New Clark City include the initial phase of the National Government Administrative Center, and mixed-use industrial real estate development of Filinvest Land, Inc.

B. Raul Buensalida presented the details of the project to the prospective bidders.

The salient points were as follows:

a. Approved Budget for the Contract

The approved budget for the contract (ABC) is as follows, inclusive of all government taxes and fees:

BATCH	BUDGET (PHP)
1	1,650,000
2	1,650,000
3	1,400,000
4	1,300,000

b. BCDA Group Core Values

Core Values	
BCDA	Integrity, Excellence, Stewardship, Innovation
CDC	Integrity, Professional Excellence, Open Communication, Spirit of Service
CIAC	Commitment, Integrity, Accountability, Competency, Teamwork, Inclusiveness/ Corporate Citizenship, Excellence, and Service
JHMC	Stewardship, Passion for the Environment, Integrity, Commitment, Excellence
PPMC	Integrity, Excellence, Stewardship, Innovation

c. Objectives

- a. Establishing cohesion and unity across all types of employees within the organization, regardless of rank or capabilities, is necessary to achieve one company culture. Therefore, the BCDA Group must consolidate under “One Common Language” (OCL). OCL is an awareness of the organization’s core values and an understanding that employees’ roles, strengths, and behavior in the workplace play a part in the fulfilment of the organization’s objectives.

- b. The TCV program aims to complement the employee-specific skill set training given by the Human Resources (HR) Department by providing employees with a training program that focuses more on their inner self, motivation, values, and psychological foundation. BCDA is implementing this TCV Program in different phases to customize the methodology that is dependent on the profile of the participants and target outputs:

d. Implementation of the CV Program

- a. Phase 1 (Pilot run)
- b. Phase 2 (Capacitating the BCDA Mancom)
- c. Phase 3 (Capacitating the Mancom of BCDA Subsidiaries)
- d. Phase 4 (Capacitating the Implementers/Technical Employees)*
*subject of the bidding process

e. Scope of Works of the Consultant

- a. Design a program that considers the BCDA Group profile, the mission and vision, internal systems and processes, and as outlined in the scope of work
- b. Conduct training sessions in four (4) batches and in accordance with the prescribed timetable
- c. Draw out and identify BCDA Group Core Values of the participants
- d. Formulate Initial BCDA Culture and Core Values Sustainability Plan based on the results of the four phases of the TCV Program
- e. Assist BCDA in the planning and implementation of the Transformation and Core Values Program for the BCDA Group
- f. Coordinate with the participants for any pre-training requirements and conduct one-on-one or group sessions with them to solicit feedback and assessment of the training program
- g. Coordinate with BCDA Corporate Planning Department (CPD) and Organizational Development and Management Department (ODMD) from the design, concept, implementation, and post-event activities for this project

f. Elements of the TCV Program Design

The consultant shall consider the following elements of the TCV Program as stated in the Terms of Reference:

- 1. Program Design
 - a. Part I – Organizational Perspective
 - 1) Performance with purpose
 - 2) Disruptive thinking
 - 3) Teamwork – essential
 - b. Part II – Individual Perspective

- 1) Discovery of Inner self and Motivation
 - 2) Profiling and Analysis of Org. Strengths
 - 3) Profiling and Complementation of Behavioral Patterns in the Organization
2. Facilitation in the Identification of BCDA Core Values and Corporate Culture
 3. Craft BCDA One Common Culture and Core Values Sustainability Plan
 4. Conduct of the Trainings
 - a. Pre-work
 - 1) Conduct of complete staff work
 - 2) Submit concept, design, plans of approach and methodology
 - 3) Conduct a Walk-Through of the training activities
 - 4) Conduct Dry-run
 - 5) Coordinate with the venue owner/operator
 - 6) Coordinate with the participants of the training sessions
 - 7) Ensure that each training session is held in compliance with the minimum public health standards and IATF guidelines and protocol
 - b. Actual Conduct of the Training Sessions
 - 1) Facilitate the conduct of training sessions.
 - 2) Conduct technical rehearsal and manage technical requirements
 - 3) Document the proceedings of all training sessions, workshops, and team building activities
 - c. Post Training Activities
 - 1) Submit an accomplishment report and training materials
 - 2) Together with the CPD, conduct an assessment of each session.
 - 3) Conduct a Follow-up Consultation with the Participants

g. Deliverables

- a. Concept, design, plan of approach and methodology.
- b. Actual Conduct of training for a minimum of one hundred twenty (120) participants.
- c. Materials including certificates of attendance/participation.
- d. Report on the outcome of each training session.
- e. Conduct of individual one-on-one sessions and/or group sessions with the participants, whenever necessary.
- f. BCDA Group Core Values Manifest consisting of consolidated participants' values from Phase 1 to Phase 4 of the TCV Program.
- g. Draft BCDA Culture and Core Values Sustainability Plan based on the identification of the core values, strengths, and behavioral characteristics of all participants from Phase 1 to Phase 4.
- h. Creation of additional Champions for the Transformation and Core Values Program from the participants of Phase 4 of the TCV Program.

h. Composition of the Project Team

At the minimum, the Project Team shall be composed of the following:

- a. One (1) Project Head/Lead Trainer/Facilitator. Certified to administer experiential tools such as the Points of you, Ikigai, Gallup Clifton Strengths and TetraMap, with at least 3 years experience as a Lead Trainer/Facilitator in said tools, has bachelor's degree in a field related to the project on bid.
- b. Two (2) Support Trainers/Facilitators. At least 3 years experience in handling projects related to the project on bid, has a bachelor's degree, and has acquired skills in any of the Points of You, Ikigai, Gallup Clifton Strengths and TetraMap.

i. Eligibility Check and Shortlisting of the Consultant

- a. Has minimum five (5) years' experience in strategic management and utilization of experiential concepts and tools for participants.
- b. Shall have undertaken at a minimum, three (3) consultancy works within the last three (3) years on team development, performance management and branding of products/organizations.
- c. With relevant certification/s on team development and trade/advertising.
- d. Shall have substantial experience in any of the following: language framework of organizations, urban design, branding and marketing, experiential concepts/tools.
- e. With relevant certification/s on the different experiential concepts and tools with preference to Gallup Strengths, Points of You/Ikigai and TetraMap/ Graham Nicholls.
- f. Will be able to conduct the program in accordance with the prescribed calendar.
- g. The Consultant shall be registered online with the Philippine Government Electronic Procurement System (PHILGEPS).

j. Contract Duration

The contract shall be for a maximum period of six (6) months from the issuance of the Notice to Proceed (NTP).

k. Shortlisting

Criteria	Rating
Company Track Record	40%
Qualification of Personnel	55%
Workload Relative to Capacity	5%
Total	100%

The required minimum score to pass is 70%. The shortlisted proponent shall be entitled to bid upon payment of a non-refundable fee of Ten Thousand Pesos only (Php10,000.00), per the RIRR of R.A. 9184.

I. Evaluation Criteria

The prospective bidders' proposal shall be evaluated based on the Quality-Cost Based Evaluation (QCBE) procedure. The technical and financial proposals shall be given weights of eighty percent (80%) and twenty percent (20%), respectively. The Technical Proposal shall be evaluated according to the following criteria:

Criteria	Rating
Experience and Capability of the Consultant	20%
Quality of Personnel to be Assigned to the Project	40%
Experience and Capability of the Consultant	40%
Total	100%

The required minimum score to pass is 70%. The shortlisted proponent shall be entitled to bid upon payment of a non-refundable fee of Ten Thousand Pesos only (Php10,000.00), per the Revised Implementing Rules and Regulations of R.A. 9184. 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.

m. Consideration and Terms of Payment

Milestone/Deliverable	Payment (% of Contract Price)	Due Date
A. Signing of Contract	10%	30 days upon contract signing
B. Conduct of each training session	(18% X 4) 72%	30 days upon submission of report
C. Submission of BCDA Culture and Core Values Sustainability Plan	8%	30 days upon submission of report
D. Submission of final report	10%	30 days upon submission of report
TOTAL	100%	

n. Eligibility Forms

- a. Letter attesting that the bidder is not blacklisted
- b. Statement of All On-Going and Completed Government and private Contracts, including Contracts Awarded but not yet Started
- c. Summary of projects
- d. Consultant's references
- e. Summary of curriculum vitae
- f. Curriculum vitae for proposed professional staff

- g. Statement of Consultant Specifying Its Nationality and Confirming that Those Who will Actually Perform the Services are Registered Professionals

o. Schedule of activities

1. Issuance of Eligibility Documents - 06 November 2020
2. Request for Clarification in writing or email addressed to BAC-C Secretariat - 10 Nov 2020
3. Issuance of Bid Bulletin - 12 Nov 2020
4. Deadline of Submission of Eligibility Documents- 12:00 Noon, 17 November 2020
5. Opening of Eligibility Documents - 1:00 PM, 17 November 2020

B. Mr. Vergel Paras presented the Checklist and Tabbing Requirements, Eligibility Forms and Procurement Schedule. The following are the highlights of the presentations:

a. Checklist and Tabbing Requirements

Tab #	Description	Description
1	EF 1	Eligibility Submission Form
2		PhilGEPS Certificate of Registration under Platinum Membership Per GPPB Resolution No. 26-2017, during bid submission, prospective bidders may still submit their Class "A" Eligibility Documents pursuant to Section 8.5.2 of the 2016 revised AIRR (i.e. Registration Certificate from SEC, DTI, or CDA; Mayor's Permit; Tax Clearance; Philippine Contractors Accreditation Board (PCAB) license and registration; and Audited Financial Statements), or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 revised IRR of RA 9184.
3	EF 2	Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started.
4	EF 3	Summary of all on-going and completed government and private contracts, including contracts awarded but not yet started.
5	EF 4	Consultant's References
6	EF 5	Summary of CVs
7	EF 6	Curriculum Vitae for each of the following nominated key staff:
7.1		Project Head/Lead Trainer Facilitator

7.2		Support Trainer/Facilitator 1
7.3		Support Trainer/Facilitator 2
8	EF7	Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions.
9		Audited financial statement for CY 2019, duly stamped "RECEIVED" by the BIR or its duly accredited and authorized institutions.
10		Valid joint venture agreement, in case a joint venture is in existence. (In the absence of JVA, duly notarized statement that all potential partners shall enter into and abide by the provisions of the JVA in the instance that the bid is successful)

b. Format and Signing of Eligibility Documents

- i. Prospective bidders shall prepare an original and copy of the eligibility documents.
- ii. The Eligibility Documents Submission Form shall be signed by the duly representative of the bidder. Failure to do so shall be a ground for rejection of the eligibility documents.
- iii. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative of the prospective bidder.

c. Sealing and Marking of Eligibility Documents

- i. Bidders shall enclose their Original Eligibility Documents in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". The copy of the Eligibility Documents shall be similarly sealed duly marking the envelope as "COPY - ELIGIBILITY DOCUMENTS". These envelopes containing the Original and the Copy shall then be enclosed in One Single Envelope.
- ii. The Original and the Copy of the Eligibility Documents shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative.
- iii. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to BCDA's BAC specified in the EDS;
 - (d) bear the specific identification of this Project indicated in the EDS; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- iv. Please use Tabs for quick reference of the documents.

d. Reminders

- i. Bidders may submit their Eligibility Documents a day before the deadline for submission to avoid the possibility of being late for submission.
- ii. The BAC expects the bidders to exercise due diligence in going through the Eligibility Documents to be able to prepare it intelligently.

e. Procurement Schedule

No.	Activities	Time	Date
1	Advertisement/Posting of Request for Expression of Interest		November 6, 2020
2	Issuance of Eligibility Documents		November 6 - 17, 2020
3	Pre-Eligibility Conference	1:00 PM	November 9, 2020
4	Request for Clarification (last day)	Until 5:00 PM	November 10, 2020
5	Issuance of Supplemental Bid Bulletin		November 12, 2020
6	Deadline for Submission of Eligibility Documents	12:00 NN	November 17, 2020
7	Opening of Eligibility Documents and Eligibility Check	1:00 PM	November 17, 2020
8	Evaluation and Shortlisting		November 18-19, 2020
9	Approval of Shortlisted Bidders		November 20, 2020
10	Notification on the results of Eligibility Check and Shortlisting		November 20, 2020

C. The following questions/clarifications were raised during the Question and Answer portion of the Pre-Eligibility Conference and received via email:

Questions	Answer/ Clarification
Do you have a sample letterhead of BCDA? Some of the Eligibility Forms stated the word "letterhead", could we ask for the sample please?	The letterhead referred to in the eligibility documents is the letterhead of the interested bidder's company. Per the RIRR of RA 9184, the interested bidder must use its official company's stationery where its letterhead is shown, in its submission of documents, where applicable.
As for the number of Support Facilitators, it was stated in the form Lead (1), Support (1), and Support (2) only. Could we add more Support Facilitators?	Yes, bidders may add more Support Facilitators but as support staff only, to be included in the Technical and Financial Proposals to be submitted during the second stage of the bidding. However, per the eligibility documents, only the required minimum key personnel of One (1) Project

	Head/Lead Trainer/Facilitator and Two (2) Support Trainers/Facilitators will be evaluated. The additional support members will not have any rating.
I downloaded the Eligibility Docs_Phase 4 of TCV pdf file from BCDA website, I used MS Word converter so we can edit the forms. Is this procedure acceptable?	Yes it is allowed for as long as the forms submitted by the interested bidders follow the same format and supplied with complete and correct information. The editable forms are already uploaded in the BCDA website.

IV. CLOSING OF THE PRE-ELIGIBILITY CONFERENCE

The BAC Members thanked the bidders for attending the pre-eligibility conference and reminded them that the Deadline for Submission of Clarification is on 10 November 2020 (Tuesday), at 5:00 PM. There being no other matters to discuss, the conference was adjourned.

For Your Information.

BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES


ngcang
BAC-C Chairperson

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