

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

ELIGIBILITY DOCUMENTS

**PROCUREMENT OF THE CONSULTING SERVICES FOR THE CLARK
VIDEO PRODUCTION**

November 2020

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REQUEST FOR EXPRESSION OF INTEREST

CONSULTING SERVICES FOR THE CLARK VIDEO PRODUCTION

1. The Bases Conversion and Development Authority (BCDA), through its 2020 Corporate Budget, intends to apply the sum of **Four Million Pesos (PhP 4,000,000.00) inclusive of all applicable taxes, fees, and incidental expenses**, being the Approved Budget for the Contract (ABC) for the Procurement of Consulting Services for the Clark Video Production. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Eligibility Documents, including the Terms of Reference (TOR) for the project can be downloaded from the BCDA website (**www.bcda.gov.ph**) or can be secured, **free of charge**, by the interested proponent at the BCDA Corporate Center, 2/F Bonifacio Technology Center, 31st Street, corner 2nd Avenue, Bonifacio Global City, Taguig City from **25 November 2020 to 2 December 2020** from 8:00 AM to 5:00 PM, except Saturdays, Sundays and Holidays.
3. The BCDA now calls for the submission of eligibility documents for the **Consulting Services for the Clark Video Production**.
4. A **Pre-eligibility Conference** for the discussion of the Eligibility requirements will be held on **26 November 2020 at 9:00 AM** at the BCDA Corporate Center (same address as above).
5. Consultants must submit the accomplished Eligibility Documents on or before **2 December 2020 at 9:00 AM** at the BCDA Corporate Center, with the same address given above. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion. The Opening of the Eligibility Documents is on **2 December 2020 at 10:00 AM** at the BCDA Corporate Center, with the same address given above.
6. The BAC for Consulting Services (BAC-C) shall draw up a shortlist of at most three (3) consultants from those who have submitted the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). Shortlisted bidders shall be entitled to submit bids.
7. The consultant should meet the following qualifications:
 - a. The Consultant must be a full-service creative agency or production agency that is duly registered in the Philippines with the appropriate staff and employees.
 - b. The Consultant must be registered online with the Philippine Government Electronic Procurement System (<http://www.philgeps.gov.ph>) as a legitimate service provider for government requirements.

- c. The Consultant must have been operating for at least three (3) years;
 - d. The Consultant must have produced at least two (2) projects which are similar in nature to the requirement (e.g. brand films, animation videos, corporate AVPs, product videos, audio visual production, etc.) during the last three (3) years.
8. The Consultant shall be assessed based on the most favorable compliance with the criteria set by BCDA.
9. The Consulting Firm must assign a production team with the following qualifications:

Evaluation Criteria for Shortlisting	Weight
a.) Applicable Experience of the Consultant/Firm	40%
b.) Similar projects handled	40%
c.) Current Workload of the personnel relative to capacity	20%
Total	100%

The prospective Consultant(s) must pass the required minimum score of sixty percent (60%) to be shortlisted.

- 10. Shortlisted eligible bidders may purchase the Bid Documents at a non-refundable fee of Php 5,000.00 at the BCDA Corporate Center (same address above).
- 11. Bidding shall be conducted through open competitive bidding procedures and is subject to the conditions for eligibility as specified in the IRR of RA 9184.
- 12. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- 13. BCDA shall evaluate the bids using the Quality-Based Evaluation (QBE) procedure.
- 14. The contract for the Procurement of Consulting Services for Clark Video Production shall take effect from the date stated in the Notice to Proceed (NTP) and shall remain in force and in effect for a period of three (3) months and effective until the full delivery of the requirement and acceptance by the BCDA.
- 15. The BCDA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder/s.
- 16. For further information, please refer to:

STEVENSON E. TUGAS, JR.

Head Secretariat, BAC for Consulting Services

Telephone Number: 8575-1753

Email Address: setugas@bcda.gov.ph

Date of Posting: **25 November 2020**

A handwritten signature in black ink, appearing to read 'J. Bingcang', with a stylized flourish at the end.

JOSHUA M. BINGCANG

Chairperson

Bids and Awards Committee for Consulting Services

Telephone Number: 8575-1700

Email Address: jmbingcang@bcda.gov.ph

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 (JV), 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 JV as specified in their Joint Venture Agreement (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 Eligibility Data Sheet (**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) Philippine Government Electronic Procurement System (PhilGEPS) Certificate of Registration and Membership in accordance with Section 8.5.2 of the Implementing Rules and Regulations (IRR), except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
- (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV);
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** 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” Documents – If applicable, the JVA in case the JV is already in existence, or duly notarized statements from all the potential JV partners in accordance with Section 24.1(b) of the IRR of Republic Act (RA) 9184.
- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the Bids and Awards Committee (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 (1) 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 initialled 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:
- (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 the Procuring Entity'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.
- 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 5 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:
 - (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) 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

Clause	Eligibility Documents
1.2	Not applicable.
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 October 2017 to October 2020 prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Acceptable proof of satisfactory completion of completed contracts are Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts. Only contracts that are supported with proofs shall be considered for evaluation.
4.2	Each prospective bidder shall submit one (1) original and one (1) copy of its eligibility documents.
4.3 (c)	The envelope shall be addressed to: Joshua M. Bingcang Chairman, Bids and Awards Committee – Consultancy Services Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31 st Street, corner 2 nd Avenue, Bonifacio Global City, Taguig City
4.3 (d)	Consulting Services for the Clark Video Production
5	The address for submission of eligibility documents is: Bases Conversion and Development Authority BCDA Corporate Center, 2/F Bonifacio Technology Center 31st Street corner 2nd Avenue, Bonifacio Global City Taguig City, Metro Manila The deadline for submission of eligibility documents is on 02 December 2020, Wednesday at 9:00 AM
8.1	The place of opening of eligibility documents is: Bases Conversion and Development Authority BCDA Corporate Center, 2/F Bonifacio Technology Center 31st Street corner 2nd Avenue, Bonifacio Global City Taguig City, Metro Manila The date and time of opening of eligibility documents is on 02 December 2020 Wednesday at 10:00 AM.
9.1	Relevant projects are defined as Video Production

9.2

Criteria and rating for short listing are:

Evaluation Criteria	Weight
I. Applicable experience of the Firm	40%
II. Similar projects handled	40%
III. Current Workload of the personnel relative to capacity	20%
TOTAL SCORE	100%

Provided that the Bidder must obtain a minimum total score of sixty percent (60%) to be considered for short listing.

Terms of Reference

PROCUREMENT OF CONSULTING SERVICES FOR THE CLARK VIDEO PRODUCTION

RATIONALE:

The Investment Promotion and Marketing Department (IPMD) has been handling the overall marketing campaign, brand strategy, and promotional programs in BCDA (Bases Conversion and Development Authority). One of our key initiatives for this year is to drive awareness on BCDA projects by developing communication tools and scaling up on marketing activities and promotional engagements online and offline.

Clark, one of BCDA's flagship projects, has been getting a lot of attention as a resilient city that thrives despite the challenges brought by the global health crisis. To sustain this level of awareness and interest in Clark, and to generate investments across the globe, IPMD believes that we need to aggressively communicate what makes Clark really stand out today amid this pandemic and how it is preparing for the future.

As a follow-up on the brand campaign video called *Clark: It Works. Like a Dream.*, IPMD intends to produce an audio visual presentation (AVP) that is aligned with our previous video, but also captures Clark's unmatched connectivity, resiliency, thriving business community, sustainability features and other relevant developments in sports, health, and wellness.

OBJECTIVE:

The production of the Clark Video aims to communicate the following objectives:

1. To introduce Clark and highlight its readiness to potential investors, locators, government, business community, media and the general public;
2. To build a strong awareness, appreciation, desire and partnership among various stakeholders i.e., investors, government, media, civil society and the general public; and
3. To ensure that Clark remains highly visible, different, distinctive and memorable compared to its competitors.

The consultant shall be in charge of developing a creative concept including but not limited to script or narrative, filming, editing and other production requirements to effectively communicate the objectives of this project.

BUDGET

The approved budget of the contract is **Four Million Pesos (Php4,000,000.00)** inclusive of any and all applicable taxes, fees and incidental charges.

QUALIFICATIONS OF THE CONSULTANT

- 2.1.** The Consultant must be a full-service creative agency or production agency that is duly registered in the Philippines with the appropriate staff and employees.
- 2.2.** The Consultant must be registered online with the Philippine Government Electronic Procurement System (<http://www.philgeps.gov.ph>) as a legitimate service provider for government requirements.
- 2.3.** The Consultant must have been operating for at least three (3) years;
- 2.4.** The Consultant must have produced at least two (2) projects which are similar in nature to the requirement (e.g. brand films, animation videos, corporate AVPs, product videos, audio visual production, etc.) during the last three (3) years.

3. PRODUCTION TEAM

The production team shall be composed of three (3) members. The proposed members are:

- 3.1. One (1) over-all Account Director/Manager** dedicated to the BCDA account and on call by BCDA to ensure quality output and timely execution of the plan;
- 3.2. One (1) Creative/Art Director** who will provide the overall concept design as well as provide creative/art directions;
- 3.3. One (1) Copywriter/Screenplay Writer** who will provide the overall copy treatment as well as provide copywriting tone.

Aside from the main members of the creative team, the consultant may assign

other project staff whose functions and specializations are necessary to accomplish the aforementioned deliverables.

4. COMPONENTS OF TECHNICAL PROPOSAL

The Consultant shall prepare a comprehensive creative proposal for the Production of Clark Audio Visual Presentation which will include:

- 4.1.** Two (2) proposed Concept, Theme and Copy Treatment of the Clark Video, and the corresponding script and storyboard;

4.2. One (1) proposed comprehensive video.

5. TIMETABLE

The timetable from concept to submission of the final report for this project will be three (3) months from the Consultant's actual receipt of the Notice to Proceed (NTP).

Date may be subject to change. BCDA will inform the Consultant of any changes to the project schedule.

6. SCOPE OF WORK AND DELIVERABLES

The Consultant shall be in charge of the conceptualization and development of:

CONCEPT, THEME, AND STORY TREATMENT FOR THE CLARK AVP

- a. Conceptualization of a distinct concept, theme and story treatments (both production and communication) for Clark;
- b. Production of a Script for the Clark AVP;
- c. Submission of pre-production visuals as storyboard for the Clark AVO;
- d. Conduct of filming in various spots in Clark per approved script and storyboard;
- e. Engage IPMD-BCDA personnel in the production of the Clark AVP particularly in pre production, video shooting and postproduction;
- f. Make use of motion graphics, animation and information graphics, combined with actual footage or photographs, as required in the approved story treatments; and
- g. Undertake rough and final post production, specifically non-linear editing, AV dubbing, musical scoring and subtitling, among others.

CLARK KEY VISUALS

Conceptualization development of the Key Visuals to be used for communicating Clark concept and identity for traditional and digital channels

DELIVERABLES

1. Produce a 10s, 30s, 1min version of the new Clark video.
2. Video should have a mobile (portrait) and desktop (landscape) version.
3. Video should be voiced over in English.
4. Provide subtitles in English, Mandarin, Japanese, and Korean.
5. Packaging and entry of the Clark Video in at least one (1) award-giving body/event (e.g. Adobo Awards, City/Nation/Place Place Branding Awards, Anvil, Stevie Awards, Quill, etc.) or in any reputable award-giving body.

Turn-over all other BCDA raw materials (designs, photos, videos, writings, Adobe files (.psd, .pr, .ae), and/or documents) and all electronic files, official design, manual/guidelines, and key visuals in an external hard drive.

8. METHODOLOGY

The Bids and Awards Committee – Consultancy Services (BAC-C) shall conduct a detailed evaluation of bids using the **Quality-Based Evaluation (QBE)**.

A two-stage procedure shall be adopted whereby each consultant shall be required to submit their technical and financial proposals simultaneously in separate sealed envelopes. After the receipt of bids, the technical proposal shall first be opened and evaluated, in accordance with Section 33.2.2 of the IRR.

The technical proposal shall be considered in the evaluation of the consultants and shall be given a weight of one hundred percent (100%).

9. EVALUATION CRITERIA FOR SELECTION OF BIDDERS

The Bids and Awards Committee – Consultancy Services (BAC-C) shall draw up a shortlist of at most three (3) bidders from those who have submitted Expressions of Interest, in accordance with the provisions of the revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

The evaluation criteria for shortlisting is as follows:

Evaluation Criteria for Shortlisting	Weight
a.) Applicable Experience of the Consultant/Firm	40%
b.) Similar projects handled	40%
c.) Current Workload of the personnel relative to capacity	20%
Total	100%

The prospective Consultant(s) must pass the required minimum score of sixty percent (60%) to be shortlisted.

Further, the following criteria shall be used for evaluating the technical proposal of shortlisted bidders:

Technical Proposal Evaluation Criteria	Weight
a.) Applicable Experience of the Consultant/Firm	20%
b.) Similar projects handled	20%
c.) Plan of Approach and Project Methodology	60%
Total	100%

An oral presentation of the Technical Proposal and the corporate profile of the Consultant is required as part of the evaluation.

The BAC shall rank the consultants in descending order based on the combined numerical ratings of their technical proposals, from which the highest rated bid will be identified.

Only the financial proposal of the Consultant who gets the highest technical rating shall be opened—in their presence. Total calculated bid prices which exceed the approved budget for the contract shall not be considered. The name of the consultant, the quality scores and the proposed prices shall be read and recorded when the financial proposals are opened. Negotiations shall be undertaken with the Consultant who is first in rank.

The financial proposal shall not exceed the approved budget for the contract (ABC) which is Four Million Pesos (PhP4,000,000.00) and shall be deemed to include the cost of all taxes, duties, fees, levies and other charges imposed under applicable laws.

10. STANDARD OF SERVICES

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

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

11. CONFIDENTIALITY CLAUSE

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

13. LIQUIDATED DAMAGES

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

14. CONFLICT OF INTEREST

The Consultant and its key staff, who may be directly associated with entities that may have an interest in or bias against any BCDA project, shall divulge the extent of its conflict with BCDA. The Consultant agrees that the conflict of interest may be a ground for BCDA to terminate the Contract.

15. TERMS OF PAYMENT

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

	(%)	Accomplishment
15.1	10%	Upon submission and approval of the Concept, Theme and Copy Treatment of the Clark Video.
15.2	20%	Upon approval of the Copy and storyboards.
15.3	10%	Upon approval of the first pass of the Clark video
15.4	10%	Upon approval of the second pass based on revisions.
15.5	30%	Final approval of the Clark video.

15.6	20%	Upon the submission of the accomplishment report, final artworks, raw materials to BCDA.
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18. SETTLEMENT OF DISPUTES

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

19. ANTI-CORRUPTION POLICY

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

20. CONTRACT TERM

The CONTRACT shall take effect from the date stated in the Notice to Proceed (NTP) and shall remain in force and effective until the submission of the Consultant of an accomplishment report, final artworks and acceptance by BCDA.

21. OWNERSHIP

BCDA shall be the proprietor of all promotional and artistic ideas and original (raw and edited) materials produced and crafted in accordance with this campaign, with complete and exclusive rights, with respect to their potential use both in the Philippines and internationally.

All materials should be submitted in a hard drive/s.

CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

Tab		Description
1	EF 1	Eligibility Documents Submission Form
2		Philippine Government Electronic Procurement System (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 Implementing Rules and Regulations (IRR) (i.e. Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (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 Republic Act (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 Projects
5	EF 4	Consultant’s References
6	EF 5	Summary of Curriculum Vitae
7	EF 6	Curriculum Vitae for the Following Nominated Key Staff:
7.1		Account Director/Manager
7.2		Creative/Art Director
7.3		Copywriter/Screenplay Writer
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		Curriculum Vitae of the Firm
10		Audited financial statement for 2019, duly stamped “RECEIVED” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.

11		Valid Joint Venture Agreement (JVA), in case a joint venture (JV) 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.
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Note: BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the Consultant out of the data furnished by BCDA in relation to this Re-bidding. The Consultant shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all of the Bidding Documents and its amendments.

EF 1. ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Letterhead]

[Date]

The Bids and Awards Committee for Consulting Services
Bases Conversion and Development Authority
BCDA Corporate Center, 2/F Bonifacio Technology Center
31st Street corner 2nd Avenue, Bonifacio Global City
Taguig City, Metro Manila

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[Date]* for the Consulting Services for the Clark Video Production, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for the said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the Government of the Philippines (GoP) or any of its agencies, offices, corporations, local government units (LGUs), or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

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.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

[Signature over Printed Name of Authorized Signatory]

[Title of Authorized Signatory]

[Name of Consultant]

[Address of Consultant]

**EF 2. STATEMENT OF ALL ON-GOING AND
COMPLETED GOVERNMENT AND PRIVATE CONTRACTS,
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

[Letterhead]

Date: _____

JOSHUA M. BINGCANG

Chairman

Bids and Awards Committee-Consultancy Services

Bases Conversion and Development Authority

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

Bonifacio Global City, Taguig City

Dear **Mr. Bingcang**:

Ladies/Gentlemen:

In compliance with the eligibility requirements of the Bids and Awards Committee (BAC) for Consulting Services of the Bases Conversion and Development Authority (BCDA) for the Procurement of the **Consulting Services for the Clark Video Production**, we certify that *[Name of Bidding Firm]* has *[State Applicable Statement: on-going and completed government and private contracts, including contracts awarded but not yet started]*, as enumerated in EF 3. Summary of Projects.

Yours sincerely,

**Printed name and signature
of authorized representative**

EF 3. SUMMARY OF PROJECTS

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 **October 2017 to October 2020**.

No.1	Project Name & Location	Project Description	Client	Type of Consulting Service	Contract Amount ²	If JV Partner, Contract Amount for Consultant's Involvement (if applicable)	Part of contract amount for consultant's involvement in in Brand/Project Activation/ Events Management (if applicable) ³	Date of Contract Award	Contract Period 4	Proof of Undertaking 5

	¹ Indicate Project No. as shown in <u>EF 4. Consultant's References</u> .
Certified by:	² In Philippine Peso.
	³ If Consulting services is just part of the required services I the contract, state how muchFor JVAs, state how much
	is the subcontracted amount allocated for consulting services to this contract, in Philippine Peso.
<i>[Signature over printed name of Authorized Representative]</i>	⁴ State the start and completion dates of the contract.
<i>[Title]</i>	⁵ Certificate of Completion or Acceptance or valid proof of final payment issued by the client
<i>[Name of Bidding Firm]</i>	in case of completed contracts. Notice of Award, Notice to Proceed or signed contracts for
	on-going contracts and for contracts awarded but not yet started.

EF 4. CONSULTANT'S REFERENCES

Relevant Services Carried Out that Best Illustrate Qualifications

[Using the format below, provide information on each contract, whether similar or not similar in nature and complexity to the contract to be bid, for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.]

Project No. *[State numerical order starting with number 1]*

Name of Contract:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity (profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months, Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approximate Value of Services (in ₱):
Name of Associated Consultants, if any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

Important Note: Applicable supporting documents to substantiate undertaking shall be provided during the submission of the Technical Proposal. Only those contracts with supporting documents will be considered for evaluation.

EF 5. SUMMARY OF CURRICULUM VITAE

No.	Name of Key Staff	Nominated Position	Registered Profession ¹	Highest Educational Attainment ²	No. of Trainings Relevant to Profession ³		Overall Work Experience ⁴	No. of projects undertaken related to team development, performance management and branding of products/ organizations
					Local	Foreign		
1		Account Director/ Manager						
2		Creative/Art Director						
3		Copywriter/ Screenplay Writer						

	1 Provide proof of professional registration during the submission of Technical Proposal.
Certified by:	2 Provide proof of highest educational attainment during the submission of Technical Proposal.
	3 Provide proof of trainings undertaken during the submission of Technical Proposal.
<i>[Signature over printed name of authorized representative]</i>	
<i>[Title]</i>	4 State number of years.

**EF 6. FORMAT OF CURRICULUM VITAE FOR
PROPOSED PROFESSIONAL STAFF**

Proposed Position:

Name of Firm:

Name of Staff:

Registered Profession:

Date of Birth:

Nationality:

Years with Firm:

Current Position in the Firm:

Education:

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

College/University	Degree/Title Obtained	Inclusive Dates

Trainings/Seminars:

[Summarize the trainings, seminars, and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]

Title/Description	Conducted by	Inclusive Dates	Venue	Involvement*

*Such as participant, speaker, or trainer

Projects Undertaken Related to Video Production:

[Provide outline of projects undertaken using the matrix below]

Title/Description	Client	Position	Start Date	Completion Date

Projects Currently Being Undertaken:

[Provide outline of projects currently being undertaken using the matrix below; projects may or may not be related to team development, performance management and branding of products/organizations]

Title/Description	Client	Position	Start Date	End Date

Memberships in Professional Societies:

[Give an outline of memberships in professional societies using the matrix below]

Name of Society/Commission	Date of Conferment/Registration	License/Professional Number	Validity Date

Languages:

[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

Employment Record:

[Starting with present position, list in reverse order every employment held by nominated staff. List all positions since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. Indicate relevant work experience of staff in his/her nominated position. For experience in last ten years, also give types of activities performed and client references, where appropriate]

Certification:

I, *[Full Name of Proposed Professional Staff]*, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I further commit that I shall work for the Procurement of Consulting Services for the Clark Video Production as *[Nominated Position]* of *[Name of Bidding Firm]* once awarded the contract.

[Signature over Printed Name of Nominated Key Staff]

Date:

[Signature over Printed Name of Authorized Representative of the Firm]

Date:

Important Note: Applicable documents to substantiate professional registration, educational attainment, and trainings undertaken shall be provided during the submission of the Technical Proposal. Only those attainments and undertakings with supporting documents will be considered for evaluation.

**EF 7. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND
CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM
THE SERVICES ARE REGISTERED PROFESSIONALS**

[Letterhead]

[Date]

The Bids and Awards Committee for Consulting Services
Bases Conversion and Development Authority
BCDA Corporate Center, 2/F Bonifacio Technology Center
31st Street corner 2nd Avenue, Bonifacio Global City
Taguig City, Metro Manila

Ladies/Gentlemen:

[Name of Bidding Firm] is issuing this statement in compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Bids and Awards Committee (BAC) for Consulting Services, that the members of the Project Team have the nationality as indicated in the table below and that they can actually perform the service in accordance with the eligibility requirements.

The proposed Project Team for the Project are:

Name	Position	Nationality
	Account Director/Manager	
	Creative/Art Director	
	Copywriter/Screenplay Writer	

[Name of Bidding Firm] issues this statement in accordance with Clause 2.1. of the eligibility requirements for the Project.

Yours sincerely,

[Signature over Printed Name of Authorized Signatory]

[Title of Authorized Signatory]

[Name of Consultant]

[Address of Consultant]