

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

### **Rebidding of Consulting Services for the Conduct of the Fourth Phase of TCV Program**

#### **Bid Bulletin No. 1**

27 November 2020

This Bid Bulletin contains the Minutes of the Pre-Eligibility Conference held on 26 November 2020, 10:10 AM via Zoom. This Bid Bulletin 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**

Atty. Joanna Eileen M. Capones	Vice-Chairperson
Jocelyn L. Caniones	Member
Virgil M. Alvarez	Member
Madonna M. Cinco	Member

##### **TWG**

Vergel Paras  
Mark Rey DG. Batonghinog  
Jayvee L. Lanciola

##### **Secretariat**

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

Raul Buensalida

##### **IPMD**

Ana Trina Sulit

##### **Representative of Prospective Bidders**

Cesar Baltazar	Career Clinic
Edgar Franco	Career Clinic
Elvie Tarrobal	Career Clinic
Susan Concepcion	Career Clinic
Lucille Albania	Optiminds
Jon Fontanilla	Optiminds

#### **II. CALL TO ORDER:**

There being a quorum, Vice Chairperson Capones called the pre-eligibility conference to order at 10:10 AM and welcomed the prospective bidders.

## I. PRE-ELIGIBILITY CONFERENCE PROPER

- A. Ana Trina Sulit from the Investment Promotions and Marketing Department presented the overview of BCDA.
- 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

1. 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 fulfillment of the organization's objectives.
2. 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 TCV Program**

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

**e. Scope of Works of the Consultant**

1. 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
2. Conduct training sessions in four (4) batches and in accordance with the prescribed timetable
3. Draw out and identify BCDA Group Core Values of the participants
4. Formulate Initial BCDA Culture and Core Values Sustainability Plan based on the results of the four phases of the TCV Program
5. Assist BCDA in the planning and implementation of the Transformation and Core Values Program for the BCDA Group
6. 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
7. 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. Deliverables**

1. Concept, design, plan of approach and methodology.
2. Actual Conduct of training for a minimum of one hundred twenty (120) participants.
3. Materials including certificates of attendance/participation.
4. Report on the outcome of each training session.
5. Conduct of individual one-on-one sessions and/or group sessions with the participants, whenever necessary.
6. BCDA Group Core Values Manifest consisting of consolidated participants' values from Phase 1 to Phase 4 of the TCV Program.
7. 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.
8. Creation of additional Champions for the Transformation and Core Values Program from the participants of Phase 4 of the TCV Program.

**g. Composition of the Project Team.** At the minimum, the Project Team shall be composed of the following:

1. 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.

2. 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.

**h. Eligibility Check and Shortlisting of the Consultant**

1. Has minimum five (5) years' experience in strategic management and utilization of experiential concepts and tools for participants.
2. 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.
3. With relevant certification/s on team development and trade/advertising.
4. Shall have substantial experience in any of the following: language framework of organizations, urban design, branding and marketing, experiential concepts/tools.
5. With relevant certification/s on the different experiential concepts and tools with preference to Gallup Strengths, Points of You/Ikigai and TetraMap/ Graham Nicholls.
6. Will be able to conduct the program in accordance with the prescribed calendar.
7. The Consultant shall be registered online with the Philippine Government Electronic Procurement System (PHILGEPS).

**i. Contract Duration**

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

**j. 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.

**k. 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

## 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%
Plan of Approach and Methodology	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. Eligibility Date Sheet

<b>ELIGIBILITY DATA SHEET</b>	
Clause	Eligibility Documents
1.2	Not applicable
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the period of November 2017 to November 2020 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)	The envelope shall be addressed to:  <b>Engr. 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

<b>ELIGIBILITY DATA SHEET</b>	
Clause	Eligibility Documents
4.3 (f)	The name of the project is <b>RE-BIDDING OF FOURTH PHASE OF TRANSFORMATION AND CORE VALUES PROGRAM</b>
5	The address for submission of eligibility documents is  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  The <b>deadline for submission</b> of eligibility documents is <b>17 Nov 2020, 2PM</b>
8.1	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  The date and time of <b>opening</b> of eligibility documents is <b>17 Nov 2020, 3PM</b>
9.1	Similar contracts shall refer to any website and/or IT deployments that have been implemented, including the cloud hosting, by the prospective bidder

n. 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
<b>TOTAL</b>	<b>100%</b>	

**o. Eligibility Forms**

1. Letter attesting that the bidder is not blacklisted
2. Statement of All On-Going and Completed Government and private Contracts, including Contracts Awarded but not yet Started
3. Summary of projects
4. Consultant's references
5. Summary of curriculum vitae
6. Curriculum vitae for proposed professional staff
7. Statement of Consultant Specifying Its Nationality and Confirming that Those Who will Actually Perform the Services are Registered Professionals

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 initiated 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 24- December 1, 2020
2	Issuance of Eligibility Documents		November 24- December 2, 2020
3	Pre-Eligibility Conference	10:00 AM	November 26, 2020
4	Request for Clarification (last day)	Until 5:00 PM	November 26, 2020
5	Issuance of Supplemental Bid Bulletin		November 27, 2020
6	Deadline for Submission of Eligibility Documents	12:00 NN	December 2, 2020
7	Opening of Eligibility Documents and Eligibility Check	1:00 PM	December 2, 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
On the 1st, 2nd, and 3rd phase, which you have already implemented, may I know if this was fully implemented by BCDA Corporate Planning Department	It was spearheaded by the Corporate Planning Department.
Will the data of these phases be shared to the shortlisted bidder?	There will be a Pre-Bid Conference. We will describe what has been accomplished already.
For the Phase 4, the capability development of all employees which mentions here is 120. Is this the minimum? Is it spread over the 4 batches?	Yes, the target is to train at least 120 participants. We already have a list of participants and it has been spread over the 4 batches.
For this project you have a change management team, especially if you are developing the core values and disseminate to all of the agencies under BCDA. Normally there is a Change Management Team composed of members from the different agencies under BCDA	Part of the scope is to create champions. For Phase 1 and 3 there are already champions. These people will be organized to spearhead the information of core values and company culture

Will this be Face to Face? Where will the venue be?	The target is to conduct the training face to face. The venue of each of the training depends on its availability and proximity to the participants. BCDA considers the logistics cost of the whole program. That is still subject to discussion with the winning bidder.
For the Consultant's references, the capability of the consultant and the experience. When you refer to the experience of the consultant, are you referring to the nominated members who will be performing the task of this project	When we refer to consultant's experiences, we're referring to the firm's experiences. Moreover, we also require experience and qualifications of the nominated key personnel of this project. EF 4- Consultant's References should indicate the completed and similar projects undertaken by the firm. EF 6 - CV of Nominated Key personnel should indicate the experience and qualifications of the nominated key personnel.
For the criteria for the shortlisting, will this be used for the eligibility stage? Will the other criteria for the evaluation of the technical proposal be used for the second stage?	Yes. There will be 1) criteria for shortlisting for first stage and 2) criteria for technical and financial proposals for the second stage.

#### 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 November 26, 2020 (Thursday), 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



**JOSHUA M. BINGCANG**  
BAC-C Chairperson

#PartnerForChange



# RE-BIDDING FOR THE FOURTH OF TCV PROGRAM

PRESENTATION FOR PRE-ELIGIBILITY CONFERENCE OF BAC – C  
26 NOVEMBER 2020

# APPROVED BUDEGT FOR THE CONTRACT

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

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

# 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



# OBJECTIVES

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.

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:

# IMPLEMENTATION OF THE TCV PROGRAM

- Phase 1 ( Pilot run)
- Phase 2 (Capacitating the BCDA Mancom)
- Phase 3 ( Capacitating the Mancom of BCDA Subsidiaries)
- **Phase 4 (Capacitating the Implementors/Technical Employees)\***

**\*subject of the bidding process**

# SCOPE OF WORKS OF THE CONSULTANT

- 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
- Conduct training sessions in four (4) batches and in accordance with the prescribed timetable
- Draw out and identify BCDA Group Core Values of the participants
- Formulate Initial BCDA Culture and Core Values Sustainability Plan based on the results of the four phases of the TCV Program
- Assist BCDA in the planning and implementation of the Transformation and Core Values Program for the BCDA Group
- 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
- 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

# DELIVERABLES

1. Concept, design, plan of approach and methodology.
2. Actual Conduct of training for a minimum of one hundred twenty (120) participants.
3. Materials including certificates of attendance/participation.
4. Report on the outcome of each training session.
5. Conduct of individual one-on-one sessions and/or group sessions with the participants, whenever necessary.
6. BCDA Group Core Values Manifest consisting of consolidated participants' values from Phase 1 to Phase 4 of the TCV Program.
7. 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.
8. Creation of additional Champions for the Transformation and Core Values Program from the participants of Phase 4 of the TCV Program.

# COMPOSITION OF THE PROJECT TEAM

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

**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.

**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, Ikigao, Gallup Clifton Strengths and TetraMap.



# ELIGIBILITY CHECK AND SHORTLISTING OF THE CONSULTANT FIRM

1. Has minimum five (5) years' experience in strategic management and utilization of experiential concepts and tools for participants.
2. 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.
3. With relevant certification/s on team development and trade/advertising.
4. Shall have substantial experience in any of the following: language framework of organizations, urban design, branding and marketing, experiential concepts/tools.
5. With relevant certification/s on the different experiential concepts and tools with preference to Gallup Strengths, Points of You/Ikigai and TetraMap/ Graham Nicholls.
6. Will be able to conduct the program in accordance with the prescribed calendar.
7. The Consultant shall be registered online with the Philippine Government Electronic Procurement System (PHILGEPS).

# Criteria for Shortlisting of Proponents

CRITERIA	Weight
I. Company Track Record	40%
II. Qualification of Personnel	55%
III. Workload Relative to Capacity	5%
TOTAL SCORE	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.

# ELEMENTS OF THE TCV PROGRAM DESIGN

The consultant shall consider the following elements in its technical proposal (stated in the eligibility documents):

## 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

# ELEMENTS OF THE TCV PROGRAM DESIGN.. con't

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) 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

# ELEMENTS OF THE TCV PROGRAM DESIGN.. con't

## 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



# 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:

A.	Experience and Capability of the Consultant	20%
B.	Quality of Personnel to be Assigned to the Project	40%
C.	Plans of Approach and Methodology	<u>40%</u>
<b>TOTAL</b>		

The required <sup>100%</sup> 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.

# ELIGIBILITY DATA SHEET

Clause	Eligibility Documents
1.2	Not applicable
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the period of November 2017 to November 2020 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><u>Engr Joshua M. Bingcang</u> Chairman, Bids and Awards Committee – Consultancy Services Bases Conversion and Development Authority 2/F, <u>Bonifacio Technology Center</u>, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, <u>Bonifacio Global City</u>, <u>Taguig City</u></p>

# ELIGIBILITY DATA SHEET

Clause	Eligibility Documents
4.3 (f)	The name of the project is <b>RE-BIDDING OF FOURTH PHASE OF TRANSFORMATION AND CORE VALUES PROGRAM</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 <b>deadline for submission</b> of eligibility documents is <b>17 Nov 2020, 2PM</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 <b>opening</b> of eligibility documents is <b>17 Nov 2020, 3PM</b></p>
9.1	Similar contracts shall refer to any website and/or IT deployments that have been implemented, including the cloud hosting, by the prospective bidder

# 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
<b>TOTAL</b>	<b>100%</b>	

# CONTRACT DURATION

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



# **ELIGIBILITY FORMS**

- 1. LETTER ATTESTING THAT THE BIDDER IS NOT BLACKLISTED**
- 2. STATEMENT OF ALL ON-GOING AND COMPLETED GOVERNMENT AND PRIVATE CONTRACTS,**
- 3. INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**
- 4. SUMMARY OF PROJECTS**
- 5. CONSULTANT'S REFERENCES**
- 6. SUMMARY OF CURRICULUM VITAE**
- 7. CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF**
- 8. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM**
- 9. THE SERVICES ARE REGISTERED PROFESSIONALS**

An aerial photograph of a city development plan, showing a grid of streets, buildings, and green spaces. A large body of water is visible in the center. The text "Thank you" is overlaid in the center.

# Thank you



#PartnerForChange



# RE-BIDDING OF THE CONSULTANCY SERVICE FOR THE FOURTH PHASE OF THE BCDA TRANSFORMATION AND CORE VALUES PROGRAM

**Pre-Eligibility Conference**  
**26 November 2020**



# CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

## 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		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 2019, duly stamped "RECEIVED" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.
10		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.

# ELIGIBILITY FORM 1

## EF 1. ELIGIBILITY DOCUMENTS SUBMISSION FORM

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*[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 Re-bidding of Consultancy Services for the Fourth Phase of the BCDA Transformation and Core Values Program, *[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]*

# ELIGIBILITY FORM 2

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

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*[Letterhead]*

**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:**

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 **Re-bidding of the Consultancy Service for the Fourth Phase of the BCDA Transformation and Core Values Program**, 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**

# ELIGIBILITY FORM 3

## 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 <sup>2</sup>	If JV Partner, Contract Amount for Consultant's Involvement (if applicable)	Part of contract amount for consultant's involvement in team development, performance management and branding of products/organizations that have been implemented by the prospective bidder	Date of Contract Award	Contract Period 4	Proof of Undertaking 5

	<sup>1</sup> Indicate Project No. as shown in <b>EF 4. Consultant's References</b> .
Certified by:	<sup>2</sup> In Philippine Peso.
	<sup>3</sup> 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.
[Signature over printed name of Authorized Representative]	<sup>4</sup> State the start and completion dates of the contract.
[Title]	<sup>5</sup> Certificate of Completion or Acceptance or valid proof of final payment issued by the client
[Name of Bidding Firm]	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.

# ELIGIBILITY FORM 4

## 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.



# ELIGIBILITY FORM 5

## EF 5. SUMMARY OF CURRICULUM VITAE

No.	Name of Key Staff	Nominated Position	Registered Profession <sup>1</sup>	Highest Educational Attainment <sup>2</sup>	No. of Trainings Relevant to Profession <sup>3</sup>		Overall Work Experience <sup>4</sup>	No. of projects undertaken related to team development, performance management and branding of products/ organizations
					Local	Foreign		
1		Project Head/Lead Trainer/Facilitator						
2		Support Trainer/Facilitator 1						
3		Support Trainer/Facilitator 2						

	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.
[Signature over printed name of authorized representative]	
[Title]	4 State number of years.

# ELIGIBILITY FORM 6

## 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 team development, performance management and branding of products/organizations:**

*[Provide outline of projects undertaken using the matrix below]*

Title/Description	Client	Position	Start Date	Completion Date

# ELIGIBILITY FORM 6

## 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

# ELIGIBILITY FORM 6

**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 Re-bidding of Consultancy Services for the Fourth Phase of the BCDA Transformation and Core Values Program 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.



# ELIGIBILITY FORM 7

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

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*[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 Consultancy 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
	Project Head/Lead Trainer/Facilitator	
	Support Trainer/Facilitator 1	
	Support Trainer/Facilitator 2	

*[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]*

# FORMAT AND SIGNING OF ELIGIBILITY DOCUMENTS

- Prospective bidders shall prepare an original and copy of the eligibility documents. In the event of any discrepancy between the original and copy, the original shall prevail.
- 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.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative of the prospective bidder.



# SEALING AND MARKING OF ELIGIBILITY DOCUMENTS

- 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.
- 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.

# SEALING AND MARKING OF ELIGIBILITY DOCUMENTS

- 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.
- Please use Tabs for quick reference of the documents.



# REMINDERS

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

# PROCUREMENT SCHEDULE

No.	Activities	Time	Date
1	Advertisement/Posting of Request for Expression of Interest		24 November 2020 – 01 December 2020
2	Issuance of Eligibility Documents		24 November 2020 – 02 December 2020
3	Pre-Eligibility Conference	10:00 AM	26 November 2020
4	Request for Clarification (last day)	Until 5:00 PM	26 November 2020
5	Issuance of Supplemental Bid Bulletin		27 November 2020
6	Deadline for Submission of Eligibility Documents	12:00 NN	02 December 2020
7	Opening of Eligibility Documents and Eligibility Check	1:00 PM	02 December 2020





THANK  
YOU!