

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

ELIGIBILITY DOCUMENTS

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

November 2020

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REQUEST FOR EXPRESSION OF INTEREST

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

1. The **BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)** (hereinafter also referred to as the Procuring Entity), intends to apply the following budget, inclusive of all applicable government taxes, fees and other charges, being the Approved Budget for the Contract (ABC) for the **RE-BIDDING OF CONSULTANCY SERVICE FOR THE FOURTH PHASE OF THE BCDA TRANSFORMATION AND CORE VALUES PROGRAM**.

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

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Bases Conversion and Development Act of 1992 was created by Republic Act 7227, (as amended by RA 7917, and 9400), and mandated to 1) accelerate the sound and balanced conversion of military reservations into alternative productive, and economic uses; 2) raise funds from the sale of portions of Metro Manila military camps to rehabilitate and develop former US military lands in Central and Northern Luzon; and 3) generate funds to support the AFP modernization program.
3. Pursuant to RA 7227 and subsequent laws, the following were created as subsidiaries of BCDA who shall serve as BCDA implementing arms to operate, manage, develop, and administer BCDA's economic zones, civil aviation complex and airport:
 - A. Clark Development Corp. (CDC) for Clark Special Economic and Freeport Zone (CSEFZ)
 - B. John Hay Management Corp. (JHMC) for John Hay Special Economic Zone (JHSEZ)
 - C. Poro Point Management Corp. (PPMC) for Poro Point Freeport Zone (PPFZ)
 - D. Clark International Airport Corp. (CIAC) for Clark Civil Aviation Complex (CCAC) and the Clark International Airport (CIA)
 - E. Bataan Technology Park for Morong Special Economic Zone (MSEZ)
4. Pursuant to their specific mandates, BCDA and its subsidiaries ("BCDA Group") formulated their own mission and vision statements as well as their own core values. While it is understandable that they have unique mission and vision statements, it is imperative that the entire BCDA Group has to have a unified and consolidated core values to have "one common language" across the BCDA Group.
5. The TCV program aims to identify and immerse its participants in the organizational identity, culture, and core values of BCDA. Similar to largely successful corporations, identification of culture and core values are an integral part of providing its employees with a sense of purpose

in fulfilling company objectives through a deeper understanding of themselves and their respective roles. Nothing can advocate more honor and excellence than when the sense of purpose is translated into a culture of integrity, transparency and accountability especially in our infrastructure projects.

6. In order for the BCDA culture to evolve, the entire organization must go through the program, thus, the conduct of the Fourth Phase of the TCV Program is needed to build and develop one company core values and one culture across the middle management and implementers with different job functions of BCDA and its subsidiaries.
7. In view of this, BCDA will procure and engage a Consultant that will conduct the Fourth Phase of the BCDA TCV Program, a project which aims to 1) Identify and assess the BCDA core values of the middle management and implementers; 2) Develop and initiate the organization's one common culture across the BCDA Group; 3) Increase employees' satisfaction, sense of ownership, and accountability towards work; and 4) Create champions to sustain one company culture across the BCDA Group.
8. BCDA now calls for the submission of Eligibility Documents for the *Re-bidding of Consultancy Services for the Fourth Batch of the Transformation and Core Values Program*. Eligibility Documents of interested consultants must be duly received by the Bids and Awards Committee (BAC) Secretariat on or before **02 December 2020, 12:00 NN** at the BCDA Corporate Center, 2/F Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City, Metro Manila. The opening of the Eligibility Documents shall be on **02 December 2020, 01:00 PM** at the BCDA Corporate Center. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
9. Participating bidders can be duly licensed citizens/sole proprietorships, partnerships, corporations, cooperatives or Joint Venture entities, as described in Section 23.5.1.1 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184.
10. Interested bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below during office hours between 08:00 AM and 05:00 PM.
11. A complete set of Bidding Documents may be acquired by interested Bidders from **03 December 2020 (Friday)** to **22 December 2020** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the Government Procurement Policy Board (GPPB), in the amount of **Ten Thousand Pesos (P10,000.00)**.

It may also be downloaded free of charge from the website of Philippine Government Electronic Procurement System (PhilGEPs) and the website of BCDA; provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
12. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest (EOI), including the Eligibility Documents, and have been determined as eligible in accordance with the provisions of Republic Act (RA) 9184, otherwise known as the "*Government Procurement Reform Act*", and its RIRR. The short list shall consist of not more than five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

CRITERIA	PERCENTAGE %
I. Company Track Record	40%
II. Qualification of Personnel	55%
III. Workload Relative to Capacity	5%
TOTAL	100%

The Consultants must attain a score of at least seventy percent (70%) to be qualified for short listing, but only Bidders ranked top five (5) of the list are to be included in the final short listing.

13. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the RIRR of RA 9184.

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.

14. BCDA shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure with a 80:20 ratio. The technical proposal shall be given a weight of eighty percent (80%) and the financial proposal shall be given a weight of twenty percent (20%). The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders (ITB).
15. The Contract shall be completed within six (6) months.
16. BCDA will hold a Pre-Eligibility Conference (online coverage) on 26 **November 2020** at **10:00 AM** at the BCDA Corporate Center, 2/F Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City, Metro Manila and via video conferencing thru Google Meet which shall be open to prospective bidders. To be able to join the online Pre-Eligibility Conference, a scanned written request shall be made/mailed to BAC Secretariat.
17. 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 RIRR, without thereby incurring any liability to the affected bidder or bidders. Further, BCDA reserves the right to waive minor defects in the forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
18. For further information, please refer to:

STEVENSON E. TUGAS, JR.

Head of Secretariat, BAC 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
Tel. No.: (632) 8575-1753
Email: setugas@bcda.gov.ph



JOSHUA M. BINGCANG

Chairperson
BAC for Consulting Services

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)	<p>The envelope shall be addressed to:</p> <p>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</p>
4.3 (d)	Re-bidding of Consultancy Service for the Fourth Phase of the BCDA Transformation and Core Values Program.
5	<p>The address for submission of eligibility documents is:</p> <p style="text-align: center;">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</p> <p>The deadline for submission of eligibility documents is on 02 December 2020, Wednesday at 12:00 Noon</p>
8.1	<p>The place of opening of eligibility documents is:</p> <p style="text-align: center;">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</p> <p>The date and time of opening of eligibility documents is on 02 December 2020 Wednesday at 01:00 PM.</p>
9.1	Similar contracts shall refer to any consultancy works within the last three (3) years on team development, performance management and branding of products/organizations, using all three (3) preferred training tools such as Points of You, GallupStrength, and Tetramap in three (3) or more completed projects, that have been implemented by the prospective bidder.

9.2

Criteria for short listing of the five (5) highest ranked proponents are:

Evaluation Criteria	Weight
I. Company Track Record	40%
II. Qualification of Personnel	55%
III. Workload Relative to Capacity	5%
TOTAL SCORE	100%

Provided that the Bidder must obtain a minimum total score of seventy percent (70%) to be considered for short listing.

Republic of the Philippines
Office of the President



TERMS OF REFERENCE (TOR)

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

Prepared by

**Corporate Planning Department
November 2020**

I. **APPROVED BUDGET FOR THE CONTRACT (ABC)**

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

II. **BACKGROUND AND OBJECTIVES**

The Bases Conversion and Development Act of 1992 was created by Republic Act 7227, (as amended by RA 7917, and 9400), and mandated to 1) accelerate the sound and balanced conversion of military reservations into alternative productive, and economic uses; 2) raise funds from the sale of portions of Metro Manila military camps to rehabilitate and develop former US military lands in Central and Northern Luzon; and 3) generate funds to support the AFP modernization program.

Pursuant to RA 7227 and subsequent laws, the following were created as subsidiaries of BCDA who shall serve as BCDA implementing arms to operate, manage, develop, and administer BCDA's economic zones, civil aviation complex and airport:

- A. Clark Development Corp. (CDC) for Clark Special Economic and Freeport Zone (CSEFZ)
- B. John Hay Management Corp. (JHMC) for John Hay Special Economic Zone (JHSEZ)
- C. Poro Point Management Corp. (PPMC) for Poro Point Freeport Zone (PPFZ)
- D. Clark International Airport Corp. (CIAC) for Clark Civil Aviation Complex (CCAC) and the Clark International Airport (CIA)
- E. Bataan Technology Park for Morong Special Economic Zone (MSEZ)

Pursuant to their specific mandates, BCDA and its subsidiaries ("BCDA Group") formulated their own mission and vision statements as well as their own core values. While it is understandable that they have unique mission and vision statements, it is imperative that the entire BCDA Group has a unified and consolidated core values. Nothing can advocate more honor and excellence than when the sense of purpose is translated into a culture of integrity, transparency and accountability especially in our infrastructure projects.

The current core values of the BCDA Group are the following:

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

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 and its subsidiaries 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. OCL provides the motivation that binds the employees to consistently “perform with a purpose”. The core values of the organization must aim to prioritize the needs of the people, community, and country above profit.

In order to achieve one company culture within the BCDA Group, the TCV program will be implemented in phases for employees across different functional areas. 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. Participants will be immersed and introduced to the BCDA Group’s organizational identity, culture, and values in order to understand how their behavior, strengths and inherent behavioral characteristics will add meaning to their work and to the organization as a whole. It is aimed that the participants of each phase shall act as “champions” who will embrace the organization’s core values and drive their co-workers to become better employees.

BCDA is implementing this Transformation and Core Values Program in different phases to customize the methodology that is dependent on the profile of the participants and target outputs:

Phase 1: Pilot run

The Phase One (1) of the TCV Program is about capacitating the planning officers of the BCDA Group because the critical function of formulating the strategic direction of the entire BCDA Group, which emanates from BCDA Board, is the responsibility of the planning officers. Phase 1 is about setting the direction and expectations of the TCV Program. Thus, the participants were composed of the planning officers of the BCDA and its subsidiaries.

Phase 2: Capacitating the Management of the BCDA as the mother company

Phase Two (2) involves capacitating the management committee of BCDA as the mother company. The Management Committee of BCDA is composed of policy makers, senior managers, executive officers, and department heads who lead in the execution of policies and programs of the organization. It is critical that they understand, support, and embrace the objectives of the TCV program in creating one common culture in the organization.

Phase 3: Capacitating the management of the BCDA subsidiaries

In order to ensure that the Transformation and One common values is understood and manifested in the BCDA Group, the subsidiaries must be involved in the program. Phase Three (3) involves the Management Committee of different subsidiaries under the BCDA Group. The objective is to capacitate them in creating one common culture in BCDA.

Phase 4: Capacitating the implementers in the organization

The technical people must understand each other through capacitating them in the transformation and core values program. Phase Four (4) of the TCV Program recognizes that core values play an important role in the level of the middle management and employees that are performing technical roles in the BCDA Group, without taking away the fact that technical

maturity and capability of the employees are also part in building the company's core values. The targets/plans will be properly implemented if these people work together harmoniously.

The first three phases have been completed already with the participation of BCDA Group's Top Management, Senior Management, and selected Planning Officers. The fourth phase shall focus on cultivating the core values of the middle management and selected technical officers (e.g. supervisors, engineers, accountants, lawyers, business development officers, heads of the task forces, marketing and promotion officers). Moreover, the fourth phase shall apply the learnings and insights cascaded from the previous three phases.

At the end of the Phase Four (4) of the TCV Program, the participants will have a renewed sense of purpose and motivation to carry out their job functions, in line with their personal goals and the organization's objectives being the implementers in the BCDA Group. Furthermore, BCDA employees will have a deeper understanding of how their skill-set training can be used to go above and beyond in their respective roles.

At the end of the program, BCDA will be able to identify and craft clearer core values which everyone will embrace and live by within the BCDA organization. Hence, BCDA's culture is developed.

For this project, BCDA needs to customize the methodology suited to train the implementers of the BCDA Group in understanding, appreciating and applying one company core values in their respective roles. Therefore, BCDA needs a consultant to achieve the objectives of the Phase Four (4) of the TCV Program.

The objectives of the PROJECT are as follows:

- A. **Draw out and identify the core values of the participants from the BCDA Group.** The program is expected to study, analyze, and assess the BCDA core values of the participants from the BCDA Group. The core values will reflect the strength, belief, mission and vision of the participants from the BCDA Group.
- B. **Develop and initiate the organization's one common culture across the BCDA Group.** The program is expected to assist BCDA in developing and initiating a company culture across the BCDA Group that is based on strengths, capabilities, teamwork, and positive behaviors. With the discovery and understanding of employees' reason for being (Ikigai), strength and behavioral patterns, the BCDA organization must be able to bridge the gap through strength and behavioral complementation across all levels, from top executives down to the last employee.
- C. **Increase satisfaction, sense of ownership, and accountability towards work.** Through the discovery of employees' inner self, strength, intrinsic behavioral patterns, and effective communication strategies, the program aims to increase employee's satisfaction, sense of ownership, and accountability towards work.
- D. **Create champions to sustain one company culture across the BCDA Group.** The program aims to develop and create champions to sustain the development of one company culture and core values across the BCDA organization at all levels. The program shall lay down the steps on how the Core Values Champions will adapt BCDA core values and create programs at different levels to implement, reinforce, and sustain the positive work culture in all internal systems, processes, and project deliveries between and across all departments and groups. BCDA shall integrate with the champions from the different champions of the previous graduates.

III. SCOPE OF WORKS OF THE CONSULTANT

For the conduct of the Phase Four (4) of the TCV Program, the CONSULTANT shall:

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

The CONSULTANCY Service shall include, but not be limited, to the following:

A. Program Design

The CONSULTANT shall include the following in the proposed design, concept, and program flow:

Part I: Organizational Perspective

The activity is essentially an awareness-building activity that aims to open the mind of the participants to the global corporations that capitalize on having one common language and strong work culture. This segment of the program shall serve as an initial platform for participants to internalize the concepts and impact of having one language and strong work culture. It aims to make them cognizant of its importance and prompt them to adapt the same in both their functional units and the organization as a whole. Thus, the consultant must be able to do a thorough research of great corporations whose best practices are worth emulating by BCDA.

The journey to their successes will be highlighted and how core values became a key to their individual successes. Global companies such as Apple, Google, Facebook, Nike, and Amazon, apart from having globally competitive systems and processes, owed their successes to their company's core values. To cite some great corporations, Apple's core values are summarized in one thought, that is, "think different." For Google, one of its most important core values is empowerment and avoiding micromanagement. Facebook's core values are "move fast, be bold, be open, and be of social value." Nike and Amazon have likewise simple and clear core values which resonate what their companies believe in and stand for. The program will culminate towards inculcating in the participants the following concepts:

1. **Performance with purpose or going beyond the call of duty.** This is finding meaning in one's work. This is important for every individual because a purpose-driven performance will yield positive results for the organization.
2. **Disruptive thinking/thinking differently is thinking outside the box or changing the status quo.** To interpret, this is not being the best of the best but being the first to innovate or to provide the service. As a government entity, we are challenged to innovate but within certain parameters.
3. **Teamwork is essential for the delivery of the desired output of any project.** The shared contribution of everyone in the organization will enhance productivity and enable the organization to accomplish its goals.

Part II: Individual's Perspective

The activity is essentially aimed at revitalizing employees' belief of himself/herself, passion for work, and pledge for dedication for the BCDA organization. Employees are the core and the most important asset of the organization, thereby, this part of the program would make the employees feel how important they are by looking at their individual motivations and aspirations, by focusing at their strengths rather than their inabilities, by bridging behavioral gaps to make them work as one team, to develop company core values out of their individual beliefs and aspirations, and to search effective communication strategies so that they will work best in harmony. BCDA wants them to realize that their individual roles in the BCDA Group are not just a job or source of income but a fulfilment of their reasons for being and a platform to harness their natural talents and behaviours. Finally, BCDA wants them to look forward to the future as a big opportunity to express their sense of purpose and passion.

Therefore, BCDA wants the consultant to design a training course 1) to discover the motivation and aspirations of the participants; 2) to profile and analyse employees' and BCDA Group's strengths; and 3) to profile and analyse complementation of behavioral patterns among the executives, managers, and employees, within the BCDA Group, as a whole.

1. Discovery of Inner Self and Motivations

Since BCDA employees have individual reasons for coming to work or for working for their individual BCDA subsidiaries, we would like the consultant to design and facilitate a training course to discover employees' motivations, and aspirations through awareness-building and team building exercises.

We prefer that the consultant would use Points of You and Ikigai, a training tool used for team building exercises, to 1) lead the participants to share their experiences, belief, personal milestones, and core values; b) facilitate team building activities to find the participants motivations and aspirations; 3) connect the participants' self-discovered purpose to their individual role in the BCDA Group. This activity is looking in depth why employees "get up in the morning". The Consultant must be an expert in conducting the Ikigai and Points of You tools.

2. Profiling and Analysis of Organizational Strengths

This part of the program shall profile and analyze the employees' and organizational strengths to determine the BCDA Group's workforce position, in terms of individual employees' strengths and organizational competence, through the lens of Gallup Strengths Finder.

The consultant shall assist BCDA, through appropriate team building activities, in profiling and analyzing the BCDA Group's employees' strengths, evaluating the strengths complementation and gaps among team members, departments, groups, BCDA subsidiaries, and BCDA Group, in entirety. The program shall determine which organizational strengths are dominant and which strengths need improvement. The consultant shall assist BCDA in analyzing dominant, average, and under exposed strengths possessed by the employees and BCDA Group, in general. Preferably, BCDA would like the consultant to use a psychology tool e.g. Gallup StrengthFinder, to provide a scientific basis in profiling employees' and organizational strengths, and to achieve the objective of this part of the training program.

Gallup Strengths Finder is a scientific tool to assess the individual's natural talents and strengths. The principle behind the tool is that companies who use strengths-based performance management not only make their employees happy, fulfilled, and satisfied but also increase their productivity and profitability. The Consultant must have the license to conduct this tool.

3. Profiling and Complementation of Behavioral Patterns in the Organization

The Phase four of the TCV Program shall profile and analyze employees' general behaviors and behavioral patterns. With team building activities, the consultant shall assess why employees behave in a certain manner at the workplace, what behaviors are dominant in the interaction among team members, between employees and managers, what behaviors are required during project planning and implementation, and what general behaviors are expressed when employees are in stressful situations. The training program shall assist the BCDA Group to lead employees and manage tasks, and projects, in general. Preferably, BCDA wants the consultant to use a technical and scientific tool e.g. TetraMap, to qualify employees' behavioral patterns and to have a solid basis of the results. We believe that this tool helps companies create perfect teams that are built by providing the conditions where people can connect, communicate, collaborate and contribute.

Overall, the Phase four of the TCV Program shall marry 1) the rationale (mind) and the emotion (heart) and 2) personal/people development and quality performance management towards the transformation of the BCDA Group and its core values and creation of One Common Culture across the BCDA Group, that are sustainable across administrations.

The CONSULTANT shall provide a Database for 1) Reasons for being (IKIGAI), 2) Profile of Strengths, and 3) Profile of Behavioral Patterns as a supporting document to achieve the objectives of the training program.

B. Facilitation in the identification of BCDA Core Values and Corporate Culture

The CONSULTANT shall facilitate and assist BCDA in identifying and consolidating the BCDA core values of the participants and formulate the BCDA corporate culture. It is expected that BCDA's core values and corporate culture are translated into a BCDA

Manual on Corporate Culture.

C. BCDA One Common Culture and Core Values Sustainability Plan

The Consultant is expected to submit the Consolidated Core Values of the participants from four phases of the TCV program and formulate the BCDA Group One Culture Sustainability Plan to BCDA to ensure continuity of the Program. The Sustainability Plan should include coaching sessions.

The CONSULTANT shall recommend various activities to be plotted across the One Common Culture and Core Values Sustainability Roadmap with a five-year horizon or more, to ensure that the intended BCDA Group culture and core values are reinforced, sustained, and practiced.

The CONSULTANT shall identify the level of participation needed for the recommended activities across units, divisions, department, groups, and BCDA organization, in general.

Critical in the sustainability plan is the identification of TCV Champions across the BCDA Group. These Champions shall adapt, initiate, practice and lead in the implementation of the BCDA Group core values until all the employees do the same.

The CONSULTANT should be available anytime, at least until 2022, to assist the champions in the implementation of the sustainability plan until the champions are confident enough to move on their own.

D. Conduct of the Training Sessions

The consultant shall conduct pre-work, actual conduct of training sessions, and post-training session activities to ensure that the objectives are met, as follows:

1. Pre-work

- a. **Conduct a complete staff work.** The consultant is expected to conduct complete staff work on company profile, internal systems, and processes about BCDA and its subsidiaries, including the profile of BCDA Group employees at the middle management level and those employees whose roles are technical in nature, to customize the delivery of the training sessions. The consultant is also expected to prepare the participants prior to the conduct of the training sessions, among others.
- b. **Submit the concept, design, plans of approach and methodology.** The consultant shall submit the concept, training design, plan of approach and methodology to consider the target participants' profile, program content, composition of participants per training session, talent sourcing, logistics plan, venue arrangement, and post-event activities. This includes all copies of necessary presentation materials.
- c. **Conduct a Walk-Through of the training activities.** The consultant shall conduct a walk-through of the activities of the Program with CPD to ensure smooth execution of the entire program during the BCDA Team Building.

- d. **Conduct a dry-run.** The consultant shall undertake a dry-run of each activity with CPD to ensure that the content is aligned with the objectives.
 - e. **Coordinate with the venue owner/operator.** The consultant shall coordinate with the venue owner/operator regarding logistics, food, and other concerns in preparation for all training sessions, with assistance from BCDA, if needed.
 - f. **Coordinate with the participants of the training sessions.** The consultant is expected to coordinate and communicate with the participants for any pre-training requirements to ensure 100% participation, with the assistance of BCDA Corporate Planning Department and Human Resources and Management Department.
 - g. **Ensure that each training session is held in compliance with the minimum public health standards and IATF guidelines and protocol.** Along with venue coordination, the consultant is expected to comply with the minimum public health standards and follows and/or responds to any changes in the IATF resolution on mass gatherings (*see Part XVIII. Appendix for the latest IATF Resolution guidelines on mass gatherings*).
2. **Actual Conduct of the Training Sessions for a minimum of one hundred twenty (120) participants divided into four (4) batches**
- a. **Facilitate the conduct of training sessions.** The consultant is expected to conduct and facilitate the training sessions for a minimum of one hundred twenty (120) participants across the BCDA Group based on the prescribed training schedule.
 - b. **Conduct technical rehearsal and manage technical requirements.** The consultant shall conduct technical rehearsal and manage technical requirements.
 - c. **Document the proceedings of all training sessions, workshops, and team building activities.** The consultant shall document the proceedings of training sessions, workshops, and all activities.
3. **Post-training Activities**
- a. **Submit an accomplishment report and training materials.** The consultant shall submit an accomplishment report and training materials for each of the training sessions within two (2) weeks after the conduct of each training session.
 - b. **Together with the CPD, conduct an assessment of each session.** The consultant shall lead CPD in assessing the outcome of each training session, taking the lessons for improvement.
 - c. **Conduct a Follow-up Consultation with the Participants.** Whenever necessary, the consultant shall conduct one-on-one sessions or group sessions with the participants to assess the application of the learnings from the BCDA Team Building at their workplace.

The conduct of all sessions must be compliant with the minimum public health standards and Inter-Agency Task Force guidelines and protocols.

E. Delivery of the Training Sessions According to the Prescribed Timetable

The CONSULTANT shall conduct the training sessions in accordance with the prescribed BCDA training calendar as follows, subject to changes depending on unforeseen circumstances:

BATCH	SESSION	TARGET SCHEDULE	DATE
1	1st Module	1st week January	6-8 Jan 2021
	2nd Module	4th week January	20-22 Jan 2021
	3rd Module	4th week February	23-24 Feb 2021
2	1st Module	3rd week January	13-15 Jan 2021
	2nd Module	3rd week February	17-19 Feb 2021
	3rd Module	3rd week March	15-16 Mar 2021
3	1st Module	1st week February	1-3 Feb 2021
	2nd Module	1st week March	1-3 Mar 2021
	3rd Module	1st week April	7-8 Apr 2021
4	1st Module	2nd week February	9-11 Feb 2021
	2nd Module	2nd week March	8-10 Mar 2021
	3rd Module	2nd week April	12-13 Apr 2021

F. Provision of Training Materials and Issuance of Certificates of Participation

The CONSULTANT shall provide all the (1) training materials and (2) certificates of participation. The CONSULTANT must distribute the training materials to the participants on time to ensure that the participants would greatly benefit from the training. The CONSULTANT must recognize all participants through a ceremony at the end of the training program with the presentation of the Certificates of Participation.

G. Project Duration

The CONSULTANT shall complete the conduct of training sessions for the minimum 120 participants, divided into four batches, based on the required timetable specified in Sec. F above. The entire TCV Program for the 120 participants shall be completed, including the submission of the required reports, within six (6) months from the issuance of Notice to Proceed (NTP).

IV. DELIVERABLES

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

V. COMPOSITION OF THE PROJECT TEAM

- A. The Project Team shall be composed of qualified and competent personnel who shall be assigned exclusively for the Project.
- B. 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 three (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, Ikigao, Gallup Clifton Strengths and TetraMap.
- C. CONSULTANT shall guarantee that all members of the team are available to do the project during the duration of the project.

VI. ELIGIBILITY CHECK AND SHORTLISTING OF THE CONSULTANT

The determination of eligibility of the CONSULTANT shall be based on the documents submitted using a non-discretionary pass/fail criterion. From among those who have been considered eligible CONSULTANTS, a short list of at most five (5) proponents shall be drawn.

The minimum criteria for eligibility are:

- A. Has minimum five (5) years' experience in strategic management and utilization of experiential concepts and tools for participants.
- B. Shall have undertaken at a minimum, three (3) consultancy works within the last three (3) years on team development, performance management and branding of products/organizations, using all three (3) preferred training tools such as Points of You, GallupStrength, and Tetramap in three (3) or more completed projects.
- C. With relevant certification/s on team development and trade/advertising.
- D. Shall have substantial experience in any of the following: language framework of organizations, urban design, branding and marketing, experiential concepts/tools.
- E. With relevant certification/s on the different experiential concepts and tools with preference to Gallup Strengths, Points of You/Ikigai and TetraMap/ Graham Nicholls.
- F. Will be able to conduct the program in accordance with the prescribed calendar.
- G. The Consultant shall be registered online with the Philippine Government Electronic Re-biddingSystem (PHILGEPS).

Shortlisting of proponents shall be based on the following criteria and rating system:

CRITERIA	% Points
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 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.

VII. EVALUATION CRITERIA

The CONSULTANT shall be selected through competitive bidding in accordance with the Revised IRR of RA 9184 and its implementing guidelines. 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>
TOTAL	<u>100%</u>

As part of the technical evaluation, the bidders shall be required to make a presentation of their technical proposal i.e. Plan of Approach and Methodology whereby the bidders will demonstrate how the training program shall be implemented based on the scope of works specified in No. 2 of the TOR. The technical proposals shall be evaluated using an approved criteria. The financial proposals of the bidders will be opened subsequently. Using the evaluation criteria, the BAC-C shall rate the bidders accordingly.

The BAC shall rank the consultants in descending order and identify the Highest Rated Bid: *Provided, however*, that the Highest Rated Bid shall pass the minimum score of 70%.

After approval by the HoPE of the Highest Rated Bid, the BAC shall, within three (3) calendar days, notify and invite the CONSULTANT with the Highest Rated Bid for the purpose of conducting a negotiation with the said consultant.

VIII. OWNERSHIP OF THE TRAINING MATERIALS, BCDA CORE VALUES MANIFEST, AND ONE CULTURE AND CORE VALUES SUSTAINABILITY PLAN

The BCDA shall have ownership of the training materials (except those that are covered by any local or international intellectual rights), BCDA Core Values Manifest, and One Culture and Core Values Sustainability Plan. Thus, all relevant data, materials, documents or reports prepared in the course of the performance of the Services by the CONSULTANT shall be considered as an exclusive property of the BCDA and shall not be used by the CONSULTANT for purposes unrelated to this project without the prior written approval of the BCDA. Upon the completion or delivery of the Services, all such data, materials, documents or reports, shall be turned over by the CONSULTANT to BCDA. The CONSULTANT shall not retain any of the said materials (except those that are covered by any local or international intellectual rights) for its records."

IX. STANDARD OF SERVICES

The CONSULTANT shall fulfill its obligations 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 for the best interest of BCDA.

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 the Project's completion. The CONSULTANT shall conduct regular consultation with BCDA in relation to the undertaking of its responsibilities.

X. OBLIGATIONS OF BCDA

BCDA, through the Corporate Planning Department, shall coordinate with the CONSULTANT who shall conceptualize, design, and conduct the Transformation and Core Values Program for the latter's efficient performance, facilitate the processing and approval of documents for the Project per deliverables and reports.

XI. CONSIDERATION AND TERMS OF PAYMENT

In consideration of the Consulting services for the Project, BCDA agrees to pay the total amount of Pesos: **FIVE MILLION FOUR HUNDRED THOUSAND PESOS (PhP5,400,000.00)**, inclusive of all applicable taxes and fees. **Any bid in excess of the ABC** shall be considered disqualified. The consideration shall be paid under the following terms and conditions:

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

Payment of billing shall be made within thirty (30) calendar days from acceptance of each milestone. No progress payment shall be construed as an acceptance of the works or any portion thereof.

BCDA shall have the right to deduct from the CONSULTANT's claim for progress payment such amounts as may be necessary to cover third party liabilities and uncorrected defects discovered in the CONSULTANT's submissions.

XII. PERFORMANCE SECURITY

To guarantee the faithful performance by the CONSULTANT of its obligations under the contract, it shall post a Performance Security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award and in no case later than the signing of the contract. The Performance Security may be in any of the following forms:

Form of Security	Amount (% of Total Contract Price)
-------------------------	--

Cash, or cashier's check/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	
Surety bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

The Performance Security shall remain valid until the issuance by BCDA of the Final Certificate of Acceptance.

The Performance Security shall be posted in favor of BCDA, and shall be forfeited in favor of the procuring entity in the event it is established that the CONSULTANT is in default in any of its obligations under the contract.

The Performance Security shall be released after the issuance of the Certificate of Acceptance and when BCDA has no claims filed against the CONSULTANT.

XIII. CONTRACT DURATION

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

XIV. OTHER CONDITIONS

BCDA reserves the right to reject any or all proposals, or to waive any defect or informality thereon or minor deviations, which do not affect the substance and validity of any or all of the proposals.

BCDA reserves the right to reject the proposal of a proponent found to be in any of the following situations:

- A. The offer is not in accordance with the BCDA requirements as provided for in this Terms of Reference;
- B. The proponent has been discovered to have suppressed or falsified the information given to BCDA;
- C. The proponent failed to satisfactorily perform/complete any previous contract with BCDA;
- D. The proposal is NOT in compliance with the existing minimum public health standards and protocols and Inter-Agency task Force (IATF) guidelines and issuances (see Part XVIII. APPENDIX for IATF guidelines that apply).

BCDA reserves the right to gather and conduct further validation of other relevant information affecting the proponent or the proposal before the approval of the contract. Should such verification uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of his/her proposal, BCDA may disqualify the said proponent from obtaining the award of the contract.

XV. CORRUPT, FRAUDULENT, COLLUSION AND COERCIVE PRACTICES

Any attempt by a CONSULTANT to influence the BAC-C or its authorized representatives in the evaluation of the bids or contract award decision shall result in the rejection of its bid or revocation of award as the case may be, and the implementation of other sanction as remedies provided by law.

XVI. CONFIDENTIALITY

After the end of the contract, all materials, data, proprietary information and other related documents provided to the CONSULTANT and which are hereby deemed owned by the BCDA shall be returned to the BCDA. The CONSULTANT undertakes that it shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with this confidentiality clause.

This confidentiality obligation shall survive even after the termination of the Contract.

The Consultant's breach of the confidentiality provision shall entitle BDA to legal and other equitable remedies, including but not limited to, the immediate cancellation of the Contract, and shall entitle the BCDA to claim for damages and any other relief applicable under the circumstances. BCDA may also elect to terminate further access by the CONSULTANT to any data and information related to the Project.

A Non-Disclosure Agreement shall be executed between BCDA and the CONSULTANT which shall form part and shall outline, among others, confidential materials, knowledge, or information that both parties wish to share with one another for certain purposes but wish to restrict access to or by third parties.

XVII. CONTRACT SIGNING

The winning CONSULTANT shall enter into contract with BCDA within ten (10) calendar days from receipt of the Notice of Award provided that all the documentary requirements and the posting of the Performance Security are complied with.

XVIII. APPENDIX

The Inter-Agency task Force (IATF) Resolution No. 43 dated June 3, 2020, states that all "Accommodation Establishments"¹ are not allowed to operate under Enhanced, Modified Enhanced, and General Community Quarantine except if the establishments possess the following:

- A. Certificate of Authority to operate by the Department of Tourism (DOT).
- B. All foregoing hotel operations shall be limited to basic accommodation services to guests through in-house skeleton workforce. Ancillary establishments within the premises, such as restaurants, cafes, bars, spas, gyms, and the like shall not be allowed to operate or to provide room service.

¹ *Accommodation Establishments defined by the IATF, refers to an establishment operating primarily for purposes of accommodation purposes including, but not limited to, hotels, resorts, apartment hotels, tourist inns, motels, pension homes, private homes used for homestay, ecolodges, serviced apartments, condotels, and bed and breakfast facilities.*

- C. Accommodation establishments may prepare:
1. packed meals for distribution to guests who opt for the same; and
 2. food orders for take-out and delivery only.

Furthermore, amendments to Section [4] Guidelines for areas under General Community Quarantine (GCQ), Paragraph 5 of Resolution No. 43 states that mass [...] gatherings that are essential for the provision of government services or authorized humanitarian activities shall be allowed provided that participants shall be limited to **fifty percent (50%) of the seating or venue capacity.**

Lastly, Paragraph 10 of Resolution No. 43 states that only hotels and accommodation establishments accredited as provided by law and relevant DOT and Department of the Interior and Local Government (DILG) issuances may operate, and only upon issuance of a Certificate of Authority to operate with the DOT. DOT and DILG shall work with LGUs to ensure compliance of accommodation establishments.

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.
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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 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]

**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 **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**

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 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

	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		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.
<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 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

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 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: _____

<p>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.</p>
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**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 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]