

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE CONDUCT OF THE
BCDA STAKEHOLDERS' APPRECIATION NIGHT**

Bid Bulletin No. 01

This Bid Bulletin clarifies queries/questions raised during the Pre-Eligibility Conference held on 2 November 2022 and written clarifications received through email pertaining to the above cited Consulting Services.

I. QUERIES/QUESTIONS BY THE BIDDERS

Queries/Questions	Clarifications/Responses
1. For the bidding document fees, even during the eligibility stage, do we have to secure this already or after the eligibility period?	No, only the shortlisted consultants are required to purchase the bidding documents.
2. Is there a peg for the schedule of the event?	The target schedule of Stakeholders' Night is at the end of January 2023 or early February 2023.
3. Will the guestlist come from BCDA?	Yes, the BCDA will provide the winning consultant with the list of prospective guests.

II. PRESENTATION FOR THE PRE-ELIGIBILITY CONFERENCE

The presentation discussed during the Pre-Eligibility Conference held on 2 November 2022 can be accessed using the link below:

<https://tinyurl.com/BACC006-PreEligPresentation>

The heading of Slide No. 36 was amended to read: EF 9 - STATEMENT OF PROJECT WITH AT LEAST ***PHP 2.5 MILLION*** CONTRACT FOR THE PAST 5 YEARS, to be consistent with the bidding documents.

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

III. SCHEDULE OF PROCUREMENT ACTIVITIES*

Activities		Time	Date	
1	Pre-Procurement Conference		Friday, October 14, 2022	
2	Advertisement/Request for Expression of Interest		Saturday, October 22, 2022	Wednesday, December 7, 2022
3	Issuance of Eligibility Documents		Saturday, October 22, 2022	Monday, November 14, 2022
4	Pre-Eligibility Conference	10:00 AM	Wednesday, November 2, 2022	
5	Deadline for Requests for Clarification	5:00 PM	Friday, November 4, 2022	
6	Issuance of Bid Bulletin for Additional Clarifications		Monday, November 7, 2022	
7	Deadline for Submission of Eligibility Documents	12:00 PM	Monday, November 14, 2022	
8	Opening of Eligibility Documents and Eligibility Check	1:00 PM	Monday, November 14, 2022	
9	Evaluation and Shortlisting		Monday, November 14, 2022	Tuesday, November 15, 2022
10	Determination of Shortlisted Bidders/Issuance of BAC Resolution recommending shortlisted bidders		Wednesday, November 16, 2022	
11	Approval of Shortlisted Bidders by HoPE		Thursday, November 17, 2022	
12	Notification on the Results of Eligibility Check and Shortlisting		Friday, November 18, 2022	
13	Issuance of Bidding Documents to Shortlisted Bidders		Friday, November 18, 2022	Wednesday, December 7, 2022
14	Pre-Bid Conference	10:00 AM	Friday, November 25, 2022	
15	Deadline for Requests for Clarification	5:00 PM	Monday, November 28, 2022	
16	Issuance of Bid Bulletin for Minutes of Pre-Bid Conference and Clarifications		Wednesday, November 30, 2022	
17	Deadline for Submission of Technical and Financial Proposals	12:00 PM	Wednesday, December 7, 2022	
18	Opening and Preliminary Examination of Technical Proposals	1:00 PM	Wednesday, December 7, 2022	
19	Oral Presentation	2:00 PM	Wednesday, December 7, 2022	
20	Evaluation of Technical Proposals		Wednesday, December 7, 2022	Thursday, December 8, 2022
21	Deliberation of Results of Technical Proposals Evaluation		Friday, December 9, 2022	

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22	Notification/Invitation for opening of Financial Proposals		Friday, December 9, 2022	
23	Opening of Financial Proposals	10:00 AM	Monday, December 12, 2022	
24	Evaluation of Financial Proposals		Monday, December 12, 2022	Tuesday, December 13, 2022
25	Determination of HRB/Issuance of BAC Resolution recommending HRB		Tuesday, December 13, 2022	
26	Approval of HRB by HoPE		Wednesday, December 14, 2022	
27	Notification of HRB on Negotiation		Wednesday, December 14, 2022	
28	Negotiation	10:00 AM	Thursday, December 15, 2022	
29	Conduct of Post-Qualification on HRB		Friday, December 16, 2022	Monday, December 19, 2022
30	Deliberation of Post-Qualification Results/Issuance of BAC Resolution recommending HRRB		Tuesday, December 20, 2022	
31	Issuance of Notice to Losing Bidders		Tuesday, December 20, 2022	
32	Approval of HRRB by HoPE and Issuance of NOA		Friday, December 23, 2022	
33	Contract Signing and Posting of Performance Security		on or before December 29, 2022	
34	Issuance of Notice to Proceed		on or before December 29, 2022	

**Subject to change*

IV. REMINDERS

a. General Notes/Reminders

1. All data on the forms shall be correct and consistent.
2. All forms shall be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
3. The Curriculum Vitae (CV) of all the nominated key personnel shall be supported with valid licenses/professional registrations, certificates of trainings attended, diplomas, work experiences and other supporting documents relative to credentials of the proposed Professional staff.

For expired licenses, copy of the expired license, proof of application and payment for renewal shall be included.

4. Only contracts/projects that are supported with proofs shall be considered for evaluation, as follows:

- Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts.
 - Notice of Award, Notice to Proceed or signed contracts issued by the client for ongoing contracts and for contracts awarded but not yet started.
5. Only training supported with proofs shall be considered for evaluation.
6. For the Eligibility Forms:

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

• EF 6C - CV for Proposed Professional Staff (Event Manager)	✓ (should also be duly signed by the Key Personnel)	
• EF 6D - CV for Proposed Professional Staff (Event Coordinator 1)	✓ (should also be duly signed by the Key Personnel)	
• EF 6E - CV for Proposed Professional Staff (Event Coordinator 2)	✓ (should also be duly signed by the Key Personnel)	
• EF 7 - Statement of Consultant Specifying its Nationality and Confirming that those who will Actually Perform the Services are Registered Professionals	✓	
• EF 8 - Format of CV of the Firm/Entity	✓	
• EF 9 - Statement of Project With at Least Php 2.5 Million Contract For The Past 5 Years	✓	
• EF 10 - Certificate of Availability of Key Personnel	✓	
• Secretary's Certificate Format (where applicable)	✓	✓
• Special Power of Attorney Format (where applicable)	✓	✓

b. Deadline for Submission of Eligibility Documents. The Eligibility Documents must be duly received by the BAC Secretariat through manual/physical submission at the BCDA Central Receiving and Releasing Area (CRRA), BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, **on or before 12:00 P.M. of 14 November 2022, Monday**. Late submission of Eligibility Documents shall not be accepted. The bidders may submit their Eligibility Documents before the deadline for submission of bids to avoid late submission. The editable eligibility forms may be downloaded using the link below:

<https://tinyurl.com/BACC006EligibilityForm>

Please be reminded that the reference time that will be followed shall be the computer system clock at the **BCDA-CRRA**, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global

City, Taguig City. All bidders are advised to synchronize their timepieces therewith.

- c. **Opening of Eligibility Documents and Eligibility Check.** Opening of Eligibility Documents and Eligibility Check shall be on **14 November 2022, 1:00 PM** at the BCDA Office, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, and/or through:

Zoom link

<https://tinyurl.com/BACC006EligOpening>

Meeting ID: 949 8595 4878

Passcode: 824964

The proceeding may also be viewed via the official Facebook page of BCDA:
<https://www.facebook.com/TheBCDAGroup>

For Online Participants:

1. Online participants will be requested to register to be admitted on the call.
2. The online platform will be opened 15 minutes prior to official start at 1:00 P.M. and participants are required to log in no later than five minutes prior to the said official start time.
3. The BAC-C Secretariat is the host of the meeting. We may mute/unmute audio inputs of any or all participants. Mute your mic whenever you're not speaking.
4. All participants shall use the following name format for easy identification:

<Company Acronym>_<Full Name of participant>

5. The camera should be turned off by default to preserve your Internet connection bandwidth and assure better audio. However, during the roll call, kindly turn on your camera, state the complete name of your company and your full name, so that you can be properly identified and acknowledged. The camera should again be turned off after the roll call.
6. Please refrain from asking questions during the presentation but rather type these in the chat box provided. The Secretariat shall then read each of the questions during the Q&A portion, and these will be answered by the BAC-C one by one.

7. If a prospective bidder needs to further clarify or ask follow-up questions, they can do so by raising their hand. Please wait to be acknowledged before speaking. Only one (1) participant shall speak at a time.

For In-Person Participants:

All bidders must adhere to the following health and safety protocols:

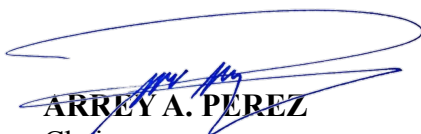
1. A maximum of two (2) participants per bidder is allowed to join the conference.
2. Participants must wear a face mask, and observe social distancing all throughout the conduct of the activity.
3. Bidders who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature, and sneezing are advised not to proceed to the BCDA Office since they will not be allowed to enter the BCDA premises.

Eligibility Documents will be opened in the presence of the bidder or its authorized representative who chooses to attend the activity. Attendance of the bidders during the opening of the Eligibility Documents is not mandatory, but merely discretionary or optional.

All prospective bidders are also reminded to regularly check the PhilGEPS and BCDA's website for updates, advisories and postings of Bid Bulletin in relation to this procurement activity.

This Bid Bulletin shall be considered as an integral part of the Bidding Documents for the afore-cited Consulting Services. All provisions and statements in the Bidding Documents for the Consulting Services inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued this 7th day of November 2022.



ARREY A. PEREZ

Chairman

Bids and Awards Committee for Consulting Services

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