

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE PRODUCTION OF THE
BCDA 2022 ANNUAL REPORT**

Bid Bulletin No. 02

NOTICE OF CHANGE IN SCHEDULE

This Bid Bulletin notifies the prospective bidders of the change in procurement schedule for the above cited Consulting Services.

I. SCHEDULE OF PROCUREMENT ACTIVITIES*

Activities		Time	Date	
1	Pre-Procurement Conference		October 19, 2022	
2	Advertisement/Request for Expression of Interest		October 27, 2022	<u>December 13, 2022</u>
3	Issuance of Eligibility Documents		October 27, 2022	<u>November 21, 2022</u>
4	Pre-Eligibility Conference	10:00 AM	November 04, 2022	
5	Deadline for Requests for Clarification	5:00 PM	November 07, 2022	
6	Issuance of Bid Bulletin for Additional Clarifications		November 09, 2022	
7	Deadline for Submission of Eligibility Documents	03:00 PM	<u>November 21, 2022</u>	
8	Opening of Eligibility Documents and Eligibility Check	04:00 PM	<u>November 21, 2022</u>	
9	Evaluation and Shortlisting		<u>November 22, 2022</u>	<u>November 23, 2022</u>

10	Determination of Shortlisted Bidders/Issuance of BAC Resolution recommending shortlisted bidders		<u>November 23, 2022</u>	
11	Approval of Shortlisted Bidders by HoPE		<u>November 24, 2022</u>	
12	Notification on the results of Eligibility Check and Shortlisting		<u>November 24, 2022</u>	
13	Issuance of Bidding Documents to Shortlisted Bidders		<u>November 24, 2022</u>	<u>December 13, 2022</u>
14	Pre-Bid Conference	10:00 AM	<u>December 01, 2022</u>	
15	Deadline for Requests for Clarification	5:00 PM	<u>December 03, 2022</u>	
16	Issuance of Bid Bulletin for Minutes of Pre-Bid Conference and Clarifications		<u>December 06, 2022</u>	
17	Deadline for Submission of Technical and Financial Proposals	12:00 PM	<u>December 13, 2022</u>	
18	Opening and Preliminary Examination of Technical Proposals	1:00 PM	<u>December 13, 2022</u>	
19	Oral Presentation	3:00 PM	<u>December 13, 2022</u>	
20	Evaluation of Technical Proposals		<u>December 14, 2022</u>	<u>December 15, 2022</u>
21	Deliberation of Results of Technical Proposals Evaluation		<u>December 15, 2022</u>	
22	Notification/Invitation for opening of Financial Proposals		<u>December 15, 2022</u>	

23	Opening of Financial Proposals	1:00 PM	<u>December 16, 2022</u>	
24	Evaluation of Financial Proposals		<u>December 16, 2022</u>	
25	Determination of HRB/SRB and Issuance of BAC Resolution recommending HRB/SRB		<u>December 19, 2022</u>	
26	Approval of HRB/SRB by HoPE		<u>December 19, 2022</u>	
27	Notification of HRB/SRB on Negotiation		<u>December 19, 2022</u>	
28	Negotiation	1:00 PM	<u>December 20, 2022</u>	
29	Conduct of Post-Qualification on HRB/SRB		<u>December 20, 2022</u>	<u>December 21, 2022</u>
30	Deliberation of Post-Qualification Results/Issuance of BAC Resolution recommending HRRB/SRRB		<u>December 22, 2022</u>	
31	Issuance of Notice to Losing Bidders		<u>December 22, 2022</u>	
32	Approval of HRRB/SRRB by HoPE and Issuance of NOA		<u>December 26, 2022</u>	
33	Contract Signing and Posting of Performance Security		<u>on or before December 29,2022</u>	
34	Issuance of Notice to Proceed		<u>on or before December 29,2022</u>	

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 3 Years	✓	
• EF 3A - Summary of Completed Projects for the Past 3 Years (All completed government and private contracts)	✓	
• EF 3B - Summary of Ongoing Projects for the Past 3 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 3 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 (Creative Director)	✓ (should also be duly signed by the Key Personnel)	
● EF 6C - CV for Proposed Professional Staff (Managing Editor/Senior Writer)	✓ (should also be duly signed by the Key Personnel)	
● EF 6D - CV for Proposed Professional Staff (Photographer)	✓ (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 600,000.00 Contract For The Past 3 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 3:00 P.M. of 21 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/BACC007-EligibilityForm>

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 **21 November 2022, 4:00 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/BACC007EligOpening>

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 4:00 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:

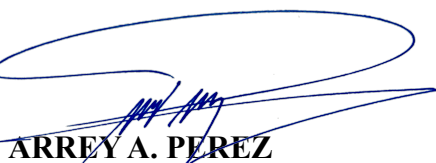
1. A maximum of two (2) participants per bidder is allowed to join the conference.
2. Participants must wear a face mask, and observe social distancing all throughout the conduct of the activity.
3. Bidders who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature, 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 15th day of November 2022.



ARREY A. PEREZ

Chairman

Bids and Awards Committee for Consulting Services

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