

**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. 01**

This Bid Bulletin clarifies queries/questions raised during the Pre-Eligibility Conference held on 4 November 2022 pertaining to the above cited Consulting Services.

**I. QUERIES/QUESTIONS/CONCERNS BY THE BIDDERS**

Queries/Questions/Concerns	Clarifications/Responses
1. May we confirm if BCDA will require the full package—from the design, photography and copywriting?	Yes, the Consulting Service on bid will require the full package to be provided to BCDA, as stated in the Terms of Reference.
2. Currently, we don't have a photographer and resources for content creation/copywriting so I will discuss it with upper management as to how they will provide the needed resources. I'm not sure with photography services but we will double check that. We have no problem with graphic design. We will get back to you immediately.	<p>The prospective bidder could always get project employees as long as they comply with the required personnel for the project.</p> <p>For guidance, the four (4) proposed key personnel required under the Terms of Reference are:</p> <ol style="list-style-type: none"> <li>1) Account Manager</li> <li>2) Creative Director</li> <li>3) Managing Editor/Senior Writer; and</li> <li>4) Photographer.</li> </ol> <p>Further, the procurement activity is being officially conducted by the BCDA BAC-C. Any communication must be through official channels, which is the Secretariat of the BAC-C. Prospective bidders should refrain from communicating with other BCDA personnel.</p>
3. About the materials, particularly the photography, we were told that the materials will be given to us. We want to make sure that the content of the book (annual report) has good photos. What if we suggest different photos deemed as best for the content	The winning bidder may suggest different photos to improve the content of the report, at no additional cost to BCDA.

<p>but not included in the bid? We will be creating new materials for photography. Is this allowed?</p>	
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## II. QUERIES/QUESTIONS BY THE BAC-C

Queries/Questions	Clarifications/Responses
<p>1. May I know from all prospective bidders if they have already participated in any government procurement activity before?</p> <p>I asked the question because in the past if the participant has not participated in a government procurement they had trouble complying with forms and documentation.</p> <p>As much as possible we would like to ensure that everybody qualifies or understands the requirements of this bidding.</p>	<p><b>Halcyon Digital Media:</b> Definitely. We had experience working on government projects.</p> <p><b>Project V Media :</b> We are familiar with the bidding process. We have been bidding for various govt projects</p> <p><b>OP Communications:</b> We have also.</p> <p><b>Anino Design:</b> Yes, we are currently doing projects with two government agencies.</p>

## III. PRESENTATION FOR THE PRE-ELIGIBILITY CONFERENCE

The presentation discussed during the Pre-Eligibility Conference held on 4 November 2022 can be accessed using the link below:

<https://tinyurl.com/BACC007-PreEligPresentation>

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.

## IV. SCHEDULE OF PROCUREMENT ACTIVITIES\*

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Activities		Time	Date	
1	Pre-Procurement Conference		Wednesday, October 19, 2022	
2	Advertisement/Request for Expression of Interest		Thursday, October 27, 2022	Monday, December 12, 2022
3	Issuance of Eligibility Documents		Thursday, October 27, 2022	Wednesday, November 16, 2022
4	Pre-Eligibility Conference	10:00 AM	Friday, November 4, 2022	
5	Deadline for Requests for Clarification	5:00 PM	Monday, November 7, 2022	
6	Issuance of Bid Bulletin for Additional Clarifications		Wednesday, November 9, 2022	
7	Deadline for Submission of Eligibility Documents	12:00 PM	Wednesday, November 16, 2022	
8	Opening of Eligibility Documents and Eligibility Check	1:00 PM	Wednesday, November 16, 2022	
9	Evaluation and Shortlisting		Wednesday, November 16, 2022	Thursday, November 17, 2022
10	Determination of Shortlisted Bidders/Issuance of BAC Resolution recommending shortlisted bidders		Friday, November 18, 2022	
11	Approval of Shortlisted Bidders by HoPE		Monday, November 21, 2022	
12	Notification on the Results of Eligibility Check and Shortlisting		Tuesday, November 22, 2022	
13	Issuance of Bidding Documents to Shortlisted Bidders		Tuesday, November 22, 2022	Monday, December 12, 2022
14	Pre-Bid Conference	10:00 AM	Tuesday, November 29, 2022	
15	Deadline for Requests for Clarification	5:00 PM	Friday, December 2, 2022	
16	Issuance of Bid Bulletin for Minutes of Pre-Bid Conference and Clarifications		Monday, December 5, 2022	
17	Deadline for Submission of Technical and Financial Proposals	12:00 PM	Monday, December 12, 2022	
18	Opening and Preliminary Examination of Technical Proposals	1:00 PM	Monday, December 12, 2022	
19	Oral Presentation	3:00 PM	Monday, December 12, 2022	
20	Evaluation of Technical Proposals		Tuesday, December 13, 2022	Wednesday, December 14, 2022
21	Deliberation of Results of Technical Proposals Evaluation		Wednesday, December 14, 2022	
22	Notification/Invitation for opening of Financial Proposals		Wednesday, December 14, 2022	
23	Opening of Financial Proposals	1:00 PM	Thursday, December 15, 2022	

24	Evaluation of Financial Proposals		Thursday, December 15, 2022
25	Determination of HRB/Issuance of BAC Resolution recommending HRB		Thursday, December 15, 2022
26	Approval of HRB by HoPE		Thursday, December 15, 2022
27	Notification of HRB on Negotiation		Thursday, December 15, 2022
28	Negotiation	1:00 PM	Friday, December 16, 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		Monday, December 19, 2022
31	Issuance of Notice to Losing Bidders		Monday, December 19, 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 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)	

<ul style="list-style-type: none"> <li>EF 6C - CV for Proposed Professional Staff (Managing Editor/Senior Writer)</li> </ul>	<p style="text-align: center;">✓ (should also be duly signed by the Key Personnel)</p>	
<ul style="list-style-type: none"> <li>EF 6D - CV for Proposed Professional Staff (Photographer)</li> </ul>	<p style="text-align: center;">✓ (should also be duly signed by the Key Personnel)</p>	
<ul style="list-style-type: none"> <li>EF 7 - Statement of Consultant Specifying its Nationality and Confirming that those who will Actually Perform the Services are Registered Professionals</li> </ul>	<p style="text-align: center;">✓</p>	
<ul style="list-style-type: none"> <li>EF 8 - Format of CV of the Firm/Entity</li> </ul>	<p style="text-align: center;">✓</p>	
<ul style="list-style-type: none"> <li>EF 9 - Statement of Project With at Least Php 600,000.00 Contract For The Past 3 Years</li> </ul>	<p style="text-align: center;">✓</p>	
<ul style="list-style-type: none"> <li>EF 10 - Certificate of Availability of Key Personnel</li> </ul>	<p style="text-align: center;">✓</p>	
<ul style="list-style-type: none"> <li>Secretary's Certificate Format (where applicable)</li> </ul>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<ul style="list-style-type: none"> <li>Special Power of Attorney Format (where applicable)</li> </ul>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>

- 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 16 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 **16 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/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 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 9th day of November 2022.



**ARREY A. PEREZ**

Chairman

Bids and Awards Committee for Consulting Services

**BACC2022-0248**

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