

**Request for Proposal  
For the Selection of a Consultant  
for Web-based Quad-Media Monitoring Services**

1. The Bases Conversion and Development Authority (BCDA) is a government corporation mandated to transform former military bases and properties into premier centers of economic growth as stipulated in its mandate - Republic Act No. 7227 otherwise known as the “Bases Conversion and Development Act of 1992”.
2. The BCDA, through its end-user delegated by the Bids and Awards Committee for Consulting Services (BAC-C), intends to procure and engage the services of a Consultant under Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009.
3. The BCDA, through the 2026 Corporate Operating Budget intends to apply the sum of **One Million Pesos (PhP 1,000,000.00)**, inclusive of VAT and all applicable taxes, fees and incidental expenses being the Approved Budget for the Contract (ABC) to payments under the contract for Consulting Services for the Web-Based Quad-Media Monitoring.
4. The following shall be allowed to participate in the bidding:
  - Duly licensed Filipino citizen/sole proprietorships;
  - Partnerships duly organized under the laws of the Republic of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - 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;
  - Cooperatives duly organized under the laws of the Philippines; or
  - Persons/entities forming themselves into a joint venture, 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 joint venture as specified in their JVA.
5. The Consultant must:
  - Be a reputable media monitoring, data analytics, or insight solutions service provider/agency which has been in operation for at **least two (2) years**. In the

case of joint ventures, the lead consulting firm should have **at least two (2) years** of business operation.

- Have **at least two (2) years of experience** in online quad-media monitoring.
- Have **completed at least one (1) relevant online quad-media monitoring project** in the **past two (2) years**.
- Have a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC in the past two years.
- The **Quad-Media Monitoring Team** must be composed of the following three (3) key members: **Overall Project Manager, Systems Manager, and Account Manager**.
  - The identified members of the proposed Quad-Media Monitoring Team must have at least one (1) year of experience in web-based quad-media monitoring as related to the function of the team.
  - The identified members of the proposed Quad-Media Monitoring Team must have handled at least two (2) web-based quad-media monitoring projects which are relevant to the requirements in a capacity related to his/her function in the team.

6. A one-week trial of the Consultant’s Web-Based Quad-Media Monitoring system shall be conducted by the BCDA as part of the evaluation from **Saturday, 21 February 2026 to Saturday, 28 February 2026**.
7. The Consultant shall be assessed based on the most favorable compliance to the criteria.
8. The detailed Scope of Services and Deliverables of the Consultant are indicated in the attached Terms of Reference (TOR) for the Project.
9. The Consultant shall be evaluated using the Quality-Based Evaluation (QBE) procedure.
10. The criteria and rating for the selection of the winning Consultant are as follows:

Evaluation Criteria	Score	Minimum Required Score
A) Applicable Experience of the Consultant 1. Applicable Years of Experience of the Consultant/Firm 2. Relevant projects completed	40%	28%

B) Qualification of Personnel who shall be assigned to the project	20%	14%
C) Plan of Approach and Methodology 1. Substance of the General Approach and Methodology 2. Work Plan 3. One-Week Trial Period of the Web-based System	40%	28%
<b>TOTAL</b>	<b>100%</b>	<b>70%</b>

Prospective bidders must pass the required minimum score of seventy percent (70%) on each criterion.

11. The Consultant is required to submit the following documents to be used by BCDA as the basis for the bid evaluation:

- a. SF 1 - Short-Listing Documents (PhilGEPS Registration)
- b. SF 2 - Statement of All Completed Government and Private Contracts in the Past 2 years
- c. SF 3A - Summary of Completed Services in the Past 2 Years (All Completed Government and Private Contracts)
- d. SF 4 - Consultant's Reference Relevant Services Carried Out For the Past 2 Years That Best Illustrate Qualifications
- e. SF 5 - Summary of Curriculum Vitae (CV)
- f. SF 6 (A to C) - Curriculum Vitae (CV) for Proposed Professional Staff
- g. SF 7 - Statement of Consultant Specifying its Nationality and Confirming that those who will Actually Perform the Services are Registered Professionals And of Availability for the Duration of the Project
- h. SF 8 - Plan of Approach and Methodology
- i. SF 9 - Accomplishment Report
- j. FPF 1 - Financial Proposal Submission Form
- k. Omnibus Sworn Statement (duly notarized)
- l. Bid Securing Declaration Form (duly notarized)

12. The Consultant is required to submit its Financial Proposal (FPF 1) in a separate sealed envelope. The Financial Proposal shall not exceed the ABC, and shall be deemed to include the cost of all taxes, duties, fees, and other charges imposed under applicable laws.

Financial Proposals received in excess of the ABC shall be automatically rejected.

13. The contract shall be effective for one (1) year.
14. **Pre-bid Conference.** The BCDA will hold a Pre-bid Conference on **16 February 2026, 10:00 AM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City and/or through video conferencing via:

Pre-Bid Conference for the Procurement of 2026 Web-Based Quad-Media

Monday, February 16 · 10:00 – 11:00am

Time zone: Asia/Manila

Google Meet joining info

Video call link: <https://meet.google.com/pgm-xgho-ode>

15. **Deadline for Submission of Proposal.** The Bid Proposal must be duly received through manual/physical submission at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, on or before **Friday, 20 February 2026 1:30 PM**. Late submission of Bid Proposal shall not be accepted. The bidders may submit their Bid Proposal before the deadline for submission of bids to avoid late submission. The editable bid forms may be downloaded using the link below:

[https://docs.google.com/document/d/1USkX3VqQXqx9YO8pim9XAcyo\\_qxsjSdfS-nDC2Dtv2M/edit?usp=sharing](https://docs.google.com/document/d/1USkX3VqQXqx9YO8pim9XAcyo_qxsjSdfS-nDC2Dtv2M/edit?usp=sharing)

Please be reminded that the reference time that will be followed shall be the computer system clock 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. All bidders are advised to synchronize their timepieces therewith.

16. **Opening of Bid Proposals.** Opening of Bid Proposals shall be on **20 February 2026, 2:00 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:

Google Meet joining info

Video call link: <https://meet.google.com/vtu-tffo-eso>

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

17. The BCDA reserves the right to accept or reject any and all bids, annul the procurement process or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder.
18. For further information, please refer to:

LEILANI BARLONGAY-MACASAET  
Vice President, BCDA Public Affairs  
+639 088 998 578  
[lmacasaet@bcda.gov.ph](mailto:lmacasaet@bcda.gov.ph)

Issuance Date: 12 February 2026

  
**LEILANI BARLONGAY-MACASAET**  
Vice President, Public Affairs Department  
Bases Conversion and Development Authority

**PROCUREMENT OF  
CONSULTING SERVICES FOR  
THE WEB-BASED  
QUAD-MEDIA MONITORING  
PROJECT OF BCDA**

# **PART II**

# **Bidding Forms and Templates**

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*PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED  
QUAD-MEDIA MONITORING PROJECT OF BCDA*

# **BASES CONVERSION AND DEVELOPMENT AUTHORITY**

## ***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD-MEDIA MONITORING PROJECT OF BCDA***

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### **CONTENTS**

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**SF 1** - SHORT-LISTING DOCUMENTS SUBMISSION FORM

**SF 2** - STATEMENT OF COMPLETED GOVERNMENT AND PRIVATE CONTRACTS FOR THE PAST 2 YEARS

**SF 3** - SUMMARY OF COMPLETED PROJECTS FOR THE PAST 2 YEARS

**SF 4** - CONSULTANT'S REFERENCES RELEVANT SERVICES CARRIED OUT FOR THE PAST 2 YEARS THAT BEST ILLUSTRATE QUALIFICATIONS

**SF 5** - SUMMARY OF CURRICULUM VITAE

**SF 6 (A TO C)** - CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

**SF 7** - PLAN OF APPROACH AND METHODOLOGY

**TPF 7** - ACCOMPLISHMENT REPORT

**FPF 1** - FINANCIAL PROPOSAL SUBMISSION FORM

CONTRACT AGREEMENT

GENERAL CONDITIONS OF CONTRACT

SPECIAL CONDITIONS OF CONTRACT

OMNIBUS SWORN STATEMENT

BID SECURING DECLARATION FORM

SECRETARY'S CERTIFICATE FORMAT (IF APPLICABLE)

SPECIAL POWER OF ATTORNEY FORMAT (IF APPLICABLE)

CHECKLIST AND TABBING OF DOCUMENTARY REQUIREMENTS

**SF1. SHORT-LISTING DOCUMENTS SUBMISSION FORM**

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***PROCUREMENT OF CONSULTING SERVICES FOR THE PREPARATION OF THE  
UPDATED MASTER DEVELOPMENT PLAN OF BONIFACIO GLOBAL CITY,  
TAGUIG CITY***

**[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.

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated \_\_\_\_\_ for **Procurement of Consulting Services for the Web-Based Quad-Media Monitoring**, **[Name of Consultant]** hereby expresses interest in participating in the short-listing for said Project and submits the attached short-listing documents in compliance with the Short-listing Documents therefore.

In line with this submission, we certify that:

- a) **[Name of Consultant]** is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; 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 that any mis-representation or submission of fake or tampered documents by the **[Name of Consultant]**, its partner/s (in case of Joint Venture or partnership) or sub-contractor, or any of the key personnel nominated by the Consultant shall automatically result in disqualification of the Consultant from the project and shall be grounds for blacklisting pursuant to Section 4.1 of Appendix 17 of the Revised IRR of RA 12009.

We acknowledge and accept BCDA's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and shortlisted 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 of the Firm/JV/Consortium]**

[Title]

Date: \_\_\_\_\_

**SF 2. STATEMENT OF ALL COMPLETED GOVERNMENT AND PRIVATE CONTRACTS  
FOR THE PAST 2 YEARS**

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***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED  
QUAD-MEDIA MONITORING PROJECT OF BCDA***

[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.

Ladies/Gentlemen:

In compliance with the eligibility requirements of the Bids and Awards Committee for Consulting Services of the Bases Conversion and Development Authority for the **Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project of BCDA**, we certify that [Name of Consultant] has **completed government and private contracts**, as enumerated in SF3. Summary of Completed Projects for the Past 2 Years.

Furthermore, the following are the website address and password to access the quad-media web-based system for the one-week trial:

Website address: \_\_\_\_\_

Password: \_\_\_\_\_

Sincerely,

[Signature over printed name of Authorized Signatory of the Firm/JV/Consortium]

[Title]

Date: \_\_\_\_\_

**SF3. SUMMARY OF COMPLETED PROJECTS FOR THE PAST 2 YEARS**  
**(All completed government and private contracts)**

***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD-MEDIA MONITORING PROJECT OF BCDA***

*List similar projects completed in the past two (2) years. This shall include projects awarded from 31 October 2023 and completed on or before the deadline of submission of technical proposals.*

No. <sup>1</sup>	Name & Location of Consulting Services	Description of Consulting Services	Client	Type of Consulting Service	Contract Amount <sup>2</sup>	Date of Contract Award	Contract Period <sup>3</sup>		Proof of Undertaking <sup>4</sup>
							Start of Contract (mm/dd/yy)	Contract Completion (mm/dd/yy)	

Certified by:

[Signature over printed name of Authorized Representative of the Firm/JV/Consortium (in case of JV/Consortium)]

[Title]

[Date]

<sup>1</sup> Consulting Services with at least **Pesos: Four Hundred Thousand and 00/100 (PhP 400,000.00)** contract amount should be declared in Service Number 1

<sup>2</sup> In Philippine Peso.

<sup>3</sup> State the start and completion dates of the contract.

<sup>4</sup> Certificate of Completion or Certificate of Acceptance or valid proof of final payment issued by the client should be submitted as supporting documents of completed consulting services.

**SF 4. CONSULTANT'S REFERENCES**  
**Relevant Services Carried Out for the Past 2 Years That Best Illustrate**  
**Qualifications**

***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED  
QUAD-MEDIA MONITORING PROJECT OF BCDA***

*[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, partnership, Joint Venture or similar arrangement, 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:		N <sup>o</sup> of Staff:
Address:		N <sup>o</sup> of Staff-Months; Duration of Project:
Start Date (Day/Month/Year):	Completion Date (Day/Month/Year):	Approx. Value of Services (in PhP):
Name of Associated Consultants, if any:		N <sup>o</sup> 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 and Nature of Services/Engagement ( <i>whether principal consultant, associate consultant, support consultant, percentage of interest in the partnership or Joint Venture [in the case of Joint Venture Arrangement], sub-contractor, etc.</i> ) provided by Your Firm and Your Staff ( <i>whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.</i> ). Please list down all your staff members involved in each project for which bidder was contracted.		
Attach the Applicable Supporting Documents		

Consultant's Name [Firm/Entity/JV/Consortium]: \_\_\_\_\_.

**[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]**

[Title]

Date: \_\_\_\_\_

**SF5. SUMMARY OF CURRICULUM VITAE**

***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD-MEDIA MONITORING PROJECT OF BCDA***

No.	Name of Key Staff	Nominated Position	Profession	Highest Educational Attainment <sup>1</sup>	No. of Trainings Relevant to Profession <sup>2</sup>		Overall Work Experience <sup>3</sup>	Number of Undertaking related to quad-media monitoring
					Local	Foreign		
1		Over-all Project Manager						
2		Systems Manager						
3		Account Manager						

Certified by:

**[Signature over printed name of Authorized Signatory of the Firm/JV/Consortium (in case of JV/Consortium)]**

[Title]

[Date]

<sup>1</sup> Provide proof of highest educational attainment

<sup>2</sup> Provide proof of trainings undertaken

<sup>3</sup> State number of years of relevant experience

<sup>4</sup> List down services undertaken which are related to quad-media monitoring

**SF6A. CURRICULUM VITAE (CV) FOR  
PROPOSED PROFESSIONAL STAFF**

**PROCUREMENT OF CONSULTING SERVICES FOR THE  
WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA**

Proposed Position: Overall Project Manager

Name of Firm/Entity/JV/Consortium: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ years, from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

College/University	Degree/Title Obtained	Inclusive Dates	
		From (MM/DD/YY)	To (MM/DD/YY)
Attach the Applicable Supporting Documents:			

\* Complete the details of the inclusive dates (month, day, and year)

**Trainings/Seminars**

*[Summarize the relevant trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]*

Title/Description	Conducted by	Inclusive Dates*		No. of Hour/s	Venue	Involvement <i>(Such as participant, speaker or trainer)</i>
		From (MM/DD/YY)	To (MM/DD/YY)			
<b>Trainings relevant to the nominated position</b>						
(latest/most recent)						
(previous)						
Attach the Applicable Supporting Documents:						

\* Complete the details of the inclusive dates (month, day, and year)

### Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Professional Societies/Organization/Affiliation	Date of Conferment/Registration (MM/DD/YY)	License/Professional/Membership Number	Validity Date (MM/DD/YY)

\* Complete the details of the inclusive dates (month, day, and year)

### Consulting Services Undertaken/Completed

[Provide outline of services undertaken using the matrix below]

Title/ Description	Type of Consulting Services/Contract (web-based quad -media monitoring system)	Client	Position and Description of the Nature of Work/ Engagement in the consulting services (whether full-time, part-time, principal/key team member, consultant, subcontractor, support staff, etc.)	Start Date (MM/DD/YY)	Completion Date (MM/DD/YY)
<b>Other types of consulting service/contract</b> (please specify)					
(latest/most recent)					
(previous)					

\* Rank from previous to latest/most recent service

\* Complete the details of the inclusive dates (month, day, and year)

### On-Going Services

[Provide outline of on-going consulting services using the matrix below]

Title/Description	Client	Consulting Services Contract Amount	Position	Start Date (MM/DD/YY)	End Date (MM/DD/YY)
(latest/most recent)					
(previous)					
Attach supporting documents such as NOA, NTP, signed contract, bidding documents or etc.					

\* Rank from previous to latest/most recent on-going project

\* Complete the details of the inclusive dates (month, day, and year)

### 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 the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in the last two (2) years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Employment		Name of Employing Organization	Office Address of the Employer/ Employing Organization	Position Held <i>(whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)</i>	Location of Projects	Relevant Work Experience/ Types of Activities Performed
From (MM/DD/YY)	To (MM/DD/YY)					
(latest/most recent)						
(previous)						

- \* Rank from previous to latest/most recent employment
- \* Complete the details of the inclusive dates (month, day, and year)

**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 also commit to work for the Consulting Services for the project in accordance with the time schedule as indicated in the contract once the firm is awarded the Consulting Services for the project.

\_\_\_\_\_ Date: \_\_\_\_\_  
**[Signature over printed name of nominated key staff]** **Day/Month/Year**

\_\_\_\_\_ Date: \_\_\_\_\_  
**[Signature over printed name of authorized representative of the firm/  
 entity/Joint Venture/Consortium in case of JV/Consortium)]** **Day/Month/Year**

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_, [date issued], [place issued]  
**IBP No.** \_\_, [date issued], [place issued]  
**Doc. No.** \_\_\_\_  
**Page No.** \_\_\_\_  
**Book No.** \_\_\_\_  
**Series of 2022**

**SF6B. CURRICULUM VITAE (CV) FOR  
PROPOSED PROFESSIONAL STAFF**

**PROCUREMENT OF CONSULTING SERVICES FOR THE  
WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA**

Proposed Position: Systems Manager

Name of Firm/Entity/JV/Consortium: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ years, from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

College/University	Degree/Title Obtained	Inclusive Dates	
		From (MM/DD/YY)	To (MM/DD/YY)

Attach the Applicable Supporting Documents:

\* Complete the details of the inclusive dates (month, day, and year)

**Trainings/Seminars**

*[Summarize the relevant trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]*

Title/Description	Conducted by	Inclusive Dates*		No. of Hour/s	Venue	Involvement <i>(Such as participant, speaker or trainer)</i>
		From (MM/DD/YY)	To (MM/DD/YY)			
<b>Trainings relevant to the nominated position</b>						
(latest/most recent)						
(previous)						

Attach the Applicable Supporting Documents:

\* Complete the details of the inclusive dates (month, day, and year)

### Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Professional Societies/Organization/Affiliation	Date of Conferment/Registration (MM/DD/YY)	License/Professional/Membership Number	Validity Date (MM/DD/YY)

\* Complete the details of the inclusive dates (month, day, and year)

### Consulting Services Undertaken/Completed

[Provide outline of services undertaken using the matrix below]

Title/ Description	Type of Consulting Services/Contract <i>(web-based quad -media monitoring system)</i>	Client	Position and Description of the Nature of Work/ Engagement in the consulting services <i>(whether full-time, part-time, principal/key team member, consultant, subcontractor, support staff, etc.)</i>	Start Date (MM/DD/YY)	Completion Date (MM/DD/YY)
<b>Other types of consulting service/contract</b> (please specify)					
(latest/most recent)					
(previous)					

\* Rank from previous to latest/most recent service

\* Complete the details of the inclusive dates (month, day, and year)

### On-Going Services

[Provide outline of on-going consulting services using the matrix below]

Title/Description	Client	Consulting Services Contract Amount	Position	Start Date (MM/DD/YY)	End Date (MM/DD/YY)
(latest/most recent)					
(previous)					
Attach supporting documents such as NOA, NTP, signed contract, bidding documents or etc.					

\* Rank from previous to latest/most recent on-going project

\* Complete the details of the inclusive dates (month, day, and year)

### 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 the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in the last two (2) years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Employment		Name of Employing Organization	Office Address of the Employer/ Employing Organization	Position Held <i>(whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)</i>	Location of Projects	Relevant Work Experience/ Types of Activities Performed
From (MM/DD/YY)	To (MM/DD/YY)					
(latest/most recent)						
(previous)						

- \* Rank from previous to latest/most recent employment
- \* Complete the details of the inclusive dates (month, day, and year)

**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 also commit to work for the Consulting Services for the project in accordance with the time schedule as indicated in the contract once the firm is awarded the Consulting Services for the project.

\_\_\_\_\_ Date: \_\_\_\_\_  
**[Signature over printed name of nominated key staff]** **Day/Month/Year**

\_\_\_\_\_ Date: \_\_\_\_\_  
**[Signature over printed name of authorized representative of the firm/  
 entity/Joint Venture/Consortium in case of JV/Consortium)]** **Day/Month/Year**

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_, [date issued], [place issued]  
**IBP No.** \_\_, [date issued], [place issued]  
**Doc. No.** \_\_\_\_  
**Page No.** \_\_\_\_  
**Book No.** \_\_\_\_  
**Series of 2022**

**SF6C. CURRICULUM VITAE (CV) FOR  
PROPOSED PROFESSIONAL STAFF**

**PROCUREMENT OF CONSULTING SERVICES FOR THE  
WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA**

Proposed Position: Account Manager

Name of Firm/Entity/JV/Consortium: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ years, from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

College/University	Degree/Title Obtained	Inclusive Dates	
		From (MM/DD/YY)	To (MM/DD/YY)

Attach the Applicable Supporting Documents:

\* Complete the details of the inclusive dates (month, day, and year)

**Trainings/Seminars**

*[Summarize the relevant trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]*

Title/Description	Conducted by	Inclusive Dates*		No. of Hour/s	Venue	Involvement <i>(Such as participant, speaker or trainer)</i>
		From (MM/DD/YY)	To (MM/DD/YY)			
<b>Trainings relevant to the nominated position</b>						
(latest/most recent)						
(previous)						

Attach the Applicable Supporting Documents:

\* Complete the details of the inclusive dates (month, day, and year)

### Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Professional Societies/Organization/Affiliation	Date of Conferment/Registration (MM/DD/YY)	License/Professional/Membership Number	Validity Date (MM/DD/YY)

\* Complete the details of the inclusive dates (month, day, and year)

### Consulting Services Undertaken/Completed

[Provide outline of services undertaken using the matrix below]

Title/ Description	Type of Consulting Services/Contract <i>(web-based quad -media monitoring system)</i>	Client	Position and Description of the Nature of Work/ Engagement in the consulting services <i>(whether full-time, part-time, principal/key team member, consultant, subcontractor, support staff, etc.)</i>	Start Date (MM/DD/YY)	Completion Date (MM/DD/YY)
<b>Other types of consulting service/contract</b> (please specify)					
(latest/most recent)					
(previous)					

\* Rank from previous to latest/most recent service

\* Complete the details of the inclusive dates (month, day, and year)

### On-Going Services

[Provide outline of on-going consulting services using the matrix below]

Title/Description	Client	Consulting Services Contract Amount	Position	Start Date (MM/DD/YY)	End Date (MM/DD/YY)
(latest/most recent)					
(previous)					
Attach supporting documents such as NOA, NTP, signed contract, bidding documents or etc.					

\* Rank from previous to latest/most recent on-going project

\* Complete the details of the inclusive dates (month, day, and year)

### 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 the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in the last two (2) years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Employment		Name of Employing Organization	Office Address of the Employer/ Employing Organization	Position Held <i>(whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)</i>	Location of Projects	Relevant Work Experience/ Types of Activities Performed
From (MM/DD/YY)	To (MM/DD/YY)					
(latest/most recent)						
(previous)						

- \* Rank from previous to latest/most recent employment
- \* Complete the details of the inclusive dates (month, day, and year)

**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 also commit to work for the Consulting Services for the project in accordance with the time schedule as indicated in the contract once the firm is awarded the Consulting Services for the project.

\_\_\_\_\_ Date: \_\_\_\_\_  
**[Signature over printed name of nominated key staff]** **Day/Month/Year**

\_\_\_\_\_ Date: \_\_\_\_\_  
**[Signature over printed name of authorized representative of the firm/  
 entity/Joint Venture/Consortium in case of JV/Consortium)]** **Day/Month/Year**

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_, [date issued], [place issued]  
**IBP No.** \_\_, [date issued], [place issued]

**Doc. No.** \_\_\_\_  
**Page No.** \_\_\_\_  
**Book No.** \_\_\_\_  
**Series of 2026**

**SF 7. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND  
CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE  
REGISTERED PROFESSIONALS AND OF AVAILABILITY FOR THE DURATION OF THE  
PROJECT**

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***WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA***

**[Letterhead]**

**[Date]**

The Bids and Awards Committee – Consultancy Services  
Bases Conversion and Development Authority  
BCDA Corporate Center, 2/F Bonifacio Technology Center  
31st corner 2nd Avenue, Bonifacio Global City, Taguig City.

Ladies/Gentlemen:

**[Name of Consultant]** is issuing this statement in compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Bids and Awards Committee – Consulting Services, that:

1. The members of the Project Team below are **all Filipino** in nationality;
2. They are registered Filipino professionals who can actually perform the service in accordance with the eligibility requirements;
3. We understand and agree with all the manning requirements set upon on the Terms of Reference for this Consulting Services; and
4. The Project Team will not be engaged in any other projects for the duration of their engagement with this Consulting Service

Proposed Project Team for the project:

<b>Name</b>	<b>Assignment</b>
	Overall Project Manager
	Systems Manager
	Account Manager

**[Name of Consultant]** issues this statement in accordance with Clause 2.1.a.iii of the eligibility requirements for the project.

Sincerely,

**[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]**

[Title]

Date: \_\_\_\_\_

## SF 8. PLAN OF APPROACH AND METHODOLOGY

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### ***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA***

I. Background (Understanding of the Requirements of the Project)

II. Objectives

III. Detailed Scope of Work (Section III - Deliverables of the TOR)

- a. Daily monitoring of major broadsheets, tabloids, websites, magazines, TV stations and radio stations
- b. Establish and maintain Web-based Quad-Media Monitoring System
- c. Upload BCDA-related quad-media news with its corresponding media value at dedicated websites
- d. Archive of BCDA news on the web for a period of one-year
- e. Notification on published stories [daily alert via email; Short Messaging Service (SMS) and online instant messaging on potential issues]
- f. Online mechanism for effective and efficient management of media
- g. Present daily alerts in customized format
- h. Monthly compilation of monitored articles with corresponding media value
- i. Monthly Accomplishment Report

IV. Project Organization

- a. Detailed Organizational Chart
- b. Duties and Responsibilities of the Assigned Team Members

V. Work Plan

- a. Work Plan and Submission of Deliverables
- b. Schedule of Activities

VI. General Plan of Approach and Methodology

- a. Project Scope Management
- b. One-Week Trial Period
- c. Project Schedule Management
- d. Project Cost Management

VII. Conclusion

**[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]**

[Title]

Date: \_\_\_\_\_

## SF 9. ACCOMPLISHMENT REPORT

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### *PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA*

Name of Consultant: \_\_\_\_\_

Date of trial period: \_\_\_\_\_

I. List of pick-ups, including the following details:

- a. Keyword
- b. Date
- c. Title
- d. Media Type
- e. Media Outlet
- f. Media Value
- g. Favorability (Tonality)
- h. Keyword Emphasis

II. Daily Statistics indicating distribution of articles per media type

III. Weekly Statistics indicating the following:

- a. Distribution per media type based on count and media value
- b. Distribution per media outlet based on count and media value
- c. Distribution of favorability/tonality (positive or negative)

IV. Attachment/s

- a. Actual Accomplishment Report
- b. Summary of Monitoring Report

**[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint  
Venture/Consortium (in case of JV/Consortium)]**

[Title]

Date: \_\_\_\_\_

## FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

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### ***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA***

**[Date]**

Bases Conversion and Development Authority  
2/F Bonifacio Technology Center  
31st St., corner 2nd Avenue, Bonifacio Global City.

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for **Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project of BCDA** in accordance with your Bidding Documents dated **[date of posting]** and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of **[amount in words and figures]**. This amount is exclusive of the local taxes, which we have estimated at **[amount(s) in words and figures]**.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, 120 calendar days from the opening of the bids.

In accordance with GCC Clause 52, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,

**Signature of the Authorized Representative of the Firm/JV/Consortium:**

Name and Title of Signatory:

Name of Firm/entity:

Address:

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_, *[date issued]*, *[place issued]*  
**IBP No.** \_\_, *[date issued]*, *[place issued]*

**Doc. No.** \_\_\_\_  
**Page No.** \_\_\_\_  
**Book No.** \_\_\_\_  
**Series of 2026**

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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### **PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA**

REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

#### **AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project of BCDA**, as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project of BCDA**, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting.**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct. We acknowledge that any mis-representation or submission of fake or tampered documents by the [Name of Consultant], its partner/s (in case of Joint Venture or partnership) or sub-contractor, or any of the key personnel nominated by the Consultant shall automatically result in disqualification of the Consultant from the project and shall be grounds for blacklisting pursuant to Section 4.1 of the Appendix 17 of the Revised IRR of RA9184.
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the ***Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project***
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the**

**obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

**[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]**

**[Insert signatory's legal capacity]**

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_

**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_

**Roll of Attorneys No.** \_\_\_\_\_

**PTR No.** \_\_, *[date issued]*, *[place issued]*

**IBP No.** \_\_, *[date issued]*, *[place issued]*

**Doc. No.** \_\_\_\_

**Page No.** \_\_\_\_

**Book No.** \_\_\_\_

**Series of 2026**

## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION**

#### ***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA***

**To: Bases Conversion and Development Authority**

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. This Bid Securing Declaration shall be valid for one hundred twenty (120) calendar days from the date of the opening of bids.
4. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Highest Rated Responsive Bid/Single Rated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

**[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]**

**[Insert signatory's legal capacity]**

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_

**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_

**Roll of Attorneys No.** \_\_\_\_\_

**PTR No.** \_\_, [date issued], [place issued]

**IBP No.** \_\_, [date issued], [place issued]

**Doc. No.** \_\_\_\_

**Page No.** \_\_\_\_

**Book No.** \_\_\_\_

**Series of 2026**

**SECRETARY'S CERTIFICATE FORMAT**  
**(where applicable)**

Republic of the Philippines )  
Taguig City ) SS.

I, \_\_\_\_\_, of legal age, being the Corporate Secretary of the \_\_\_\_\_, with office address at the \_\_\_\_\_, do hereby certify that on the occasion of the Board Meeting held on \_\_\_\_\_, with a quorum being present, the Board of Directors, upon motion duly seconded, unanimously approved the following resolution:

**A. Resolution No. \_\_\_\_\_**

Resolved, as it is hereby resolved, that the corporation shall enter into a Joint Venture with \_\_\_\_\_, the purpose of which is to participate in the ***Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project*** being conducted by Bases Conversion and Development Authority.

Resolved, further, that for this purpose, \_\_\_\_\_ hereby authorizes \_\_\_\_\_, \_\_\_\_\_ to represent the corporation on the said Joint Venture and to sign on all agreements in relation thereto, cause the submission of documents in support thereof, and to sign for and in behalf of the Corporation, such as authority/authorities/Power of Attorney in favor of whoever may be designated by the joint venture as the latter's official representative/Attorney-in-fact for purposes of the said bidding.

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_

\_\_\_\_\_  
***Corporate Secretary***

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ at \_\_\_\_\_, Philippines, by \_\_\_\_\_ who exhibited to me her \_\_\_\_\_, issued at the \_\_\_\_\_ on \_\_\_\_\_ and valid until \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2026

***SPECIAL POWER OF ATTORNEY FORMAT***  
**(where applicable)**

I, \_\_\_\_\_, of legal age, (civil status), (citizenship), and residing \_\_\_\_\_ after having duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor/owner/authorized representative of firm/entity/partnership of \_\_\_\_\_, with office address at \_\_\_\_\_, having full power and authority to appoint a representative who will sign the joint venture agreement with \_\_\_\_\_, the purpose of which is to participate in the ***Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project Report*** being conducted by the Bases Conversion and Development Authority.
2. I hereby make, constitute and appoint \_\_\_\_\_, as the true and lawful attorney, for it and its name, place and stead, to represent \_\_\_\_\_ on the said Joint Venture and to sign on all agreements in relation thereto, cause the submission of documents in support thereof, and to sign for and in behalf of \_\_\_\_\_, such as authority/authorities/Power of Attorney in favor of whoever may be designated by the joint venture as the latter's official representative/Attorney-in-fact for purposes of the said bidding.

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_

**Name and signature of Owner/Authorized Representative  
of Owner/Firm/Entity/Partnership**

**Name and signature of  
Authorized Representative**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ at \_\_\_\_\_, Philippines, by \_\_\_\_\_ who exhibited to me her \_\_\_\_\_, issued at the \_\_\_\_\_ on \_\_\_\_\_ and valid until \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2026

**BASES CONVERSION AND DEVELOPMENT AUTHORITY**  
**PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED**  
**QUAD-MEDIA MONITORING PROJECT OF BCDA**

**CHECKLIST AND TABBING OF BIDDING REQUIREMENTS**

Tab No.	Form No.	Description	Duly Signed by the Authorized Representative	Duly Notarized
1	SF 1	Short-listing Documents Submission Form	<input type="checkbox"/>	
2	-	PhilGEPS Certificate of Registration under Platinum Membership (all pages) pursuant to Section 8.5.2 of the 2016 revised IRR. Red membership shall also submit the company's Mayor's Permit and the latest Income Tax Return (ITR).  In case of a recently expired Mayor's permit, the official receipt for renewal within the period prescribed by the concerned local government unit and the recently expired Mayor's permit shall be submitted.		
3	SF 2	Statement of All Completed Government and Private Contracts for the Past 2 Years	<input type="checkbox"/>	
4	SF 3	Summary of Completed Services for the Past 2 Years (All completed government and private contracts)	<input type="checkbox"/>	
5	SF 4	Consultant's References	<input type="checkbox"/>	
6	SF 5	Summary of Curriculum Vitae	<input type="checkbox"/>	
7	SF 6	Curriculum Vitae (CV) for Proposed Professional Staff		
7.1	SF 6A	Over-all Project Manager	<input type="checkbox"/>	<input type="checkbox"/>
7.2	SF 6B	Systems Manager	<input type="checkbox"/>	<input type="checkbox"/>
7.3	SF 6C	Account Manager	<input type="checkbox"/>	<input type="checkbox"/>
8	SF 7	Statement of Consultant Specifying its Nationality and Confirming that those who will Actually Perform the Services are Registered Professionals and of Availability for the Duration of the Project	<input type="checkbox"/>	
9	SF 8	Plan of Approach and Methodology	<input type="checkbox"/>	
10	SF 9	Accomplishment Report	<input type="checkbox"/>	
11	FPF 1	Financial Proposal Submission Form	<input type="checkbox"/>	<input type="checkbox"/>
12	-	Omnibus Sworn Statement	<input type="checkbox"/>	<input type="checkbox"/>
13	-	Bid Securing Declaration Form	<input type="checkbox"/>	<input type="checkbox"/>
14	-	Secretary's Certificate (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
15	-	Special Power of Attorney (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
16	-	Class "B" Document (if the bid is a joint venture) An executed Joint Venture Agreement (JVA) between parties, for joint venture. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid.  Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of this IRR. The		

		submission of technical and financial documents by any of the joint venture partners constitutes compliance.		
--	--	--	--	--

*Note: BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the Bidder out of the data furnished by BCDA in relation to this bidding. The Bidder shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all the Bidding Documents and its amendments.*

Republic of the Philippines  
Office of the President



**PROCUREMENT OF  
CONSULTING SERVICES FOR  
THE WEB-BASED  
QUAD-MEDIA MONITORING  
PROJECT OF BCDA**

# PART I

# Terms of Reference

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*PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED  
QUAD-MEDIA MONITORING PROJECT OF BCDA*

## **I. BACKGROUND**

The Web-Based Quad-Media Monitoring System is an essential tool for the day-to-day operations of BCDA. It is a fast, efficient, and effective system for monitoring and acquiring BCDA-related news. It is also vital in managing communication crises, especially those requiring the management's immediate response with informed decisions.

## **II. OBJECTIVES**

The objectives of procuring the services of a Consultant for the Web-based Quad-media Monitoring Project are as follows:

- a. To have a quad-media monitoring system that is cost-effective and efficient;
- b. To make use of a readily accessible web-based quad-media monitoring system as a management tool of BCDA that can aid its decision-makers in their decision-making process concerning crucial issues of public concern affecting BCDA; and
- c. To keep abreast of recent news related to BCDA that can be found in quad-media (print, radio, TV, and online through major social media such as Facebook, Youtube, X, and Instagram).

## **III. DELIVERABLES**

Pursuant to the above objectives, the Consultant shall provide BCDA with web-based quad-media monitoring services through a user-friendly online monitoring system that can be accessed through the internet for a period of one year. The Consultant must ensure that the following services and deliverables are provided to BCDA:

- a. Daily monitoring of major broadsheets, tabloids, websites, magazines, TV stations, and radio stations;
- b. Daily monitoring of Facebook, X (Twitter), and Youtube;
- c. Establish and maintain a web-based quad-media monitoring system that can be accessed 24 hours a day, seven days a week;
- d. Upload BCDA-related quad-media news with its corresponding media value at the dedicated website not later than 8:00 AM from Monday-Friday, and 10:00 AM on Saturday and Sunday;
- e. Archive BCDA news on the web for easy access for a period of one year;
- f. Daily alert via electronic mail (e-mail) on stories that were published;
- g. Provide an online mechanism that will allow users to effectively and efficiently manage their media through tags and comments, track the return on investment of press activities, a summary of news exposure, and generate charts;
- h. Present daily alerts in a customized format—including weather forecast, exchange rate, a summary of articles, and group articles according to search parameters and issues;

- i. Alert BCDA via Short Messaging Service (SMS) or any online instant messaging on potential issues that were published;
- j. Provide monthly compilation of monitored articles with corresponding media value in electronic file; and
- k. Provide a Monthly Accomplishment Report that will include an analysis of media value, article count, and issues relevant to BCDA at a specific period.

#### **IV. TECHNICAL SPECIFICATIONS OF DELIVERABLES**

1. The Consultant shall establish a web-based quad-media monitoring system for BCDA by:
  - 1.1 Selecting and clipping relevant news, photographs, features, supplements, advertorials, bid notices, announcements, and issues in identified quad-media;
  - 1.2 Uploading the selected news to the Consultant's online facility not later than 8:00 AM from Monday to Friday, and 10:00 AM on Saturday and Sunday;
  - 1.3 Archiving of selected news in the online facility for a period of one year;
  - 1.4 Providing BCDA an electronic file of all selected articles and stories at the end of every month; and
  - 1.5 Reporting of monthly accomplishments to include analysis of media value, article count, and issues that are relevant to BCDA for the month.
2. The online facility to be provided by the Consultant must contain the following features:
  - 2.1 Username that will allow selected BCDA employees to access the website containing the uploaded quad-media news;
  - 2.2 Easy user navigation and interface for easy access to articles in the search parameters and issues that are relevant at a specific period;
  - 2.3 Pertinent details about the articles/photos/videos indicated/linked in the website, including but not limited to:
    - 2.3.1 Name of News Agency
    - 2.3.2 Name of Reporter
    - 2.3.3 Media Value
    - 2.3.4 Page Number
    - 2.3.5 Page Layout
  - 2.4 Archive of the articles for at least one month for easy tracking of previously posted press releases and news articles;
  - 2.5 Online mechanism that would allow BCDA to effectively and efficiently manage their media by:

- 2.5.1 Allowing users to see real time summary of BCDA’s exposure hits, size and value per media source;
  - 2.5.2 Allowing users to identify influential journalists, bloggers and vloggers, and their “spin” on BCDA;
  - 2.5.3 Allowing users to identify articles/clips wherein BCDA’s principals/spokespersons are mentioned/interviewed. BCDA’s authorized spokespersons include the:
    - 2.5.3.1 Chairman of the Board of Directors
    - 2.5.3.2 President and Chief Executive Officer
    - 2.5.3.3 Executive Vice President and Chief Operating Officer
    - 2.5.3.4 Senior Vice President for Corporate Services
    - 2.5.3.5 Senior Vice President for Investment and Financial Management
    - 2.5.3.6 Senior Vice President for Conversion and Development
    - 2.5.3.7 Vice President for Investment Promotions and Marketing
    - 2.5.3.8 Vice President for Public Affairs
    - 2.5.3.9 Vice President for Strategic Projects Management
    - 2.5.3.10 Vice President for Business Development
    - 2.5.3.11 Vice President for Engineering and Social Support
    - 2.5.3.12 Vice President for Corporate Planning
    - 2.5.3.13 Vice President for Legislative-Executive Liaison Office
  - 2.5.4 Allowing users to track return on investment for press activities done per event on the website and be able to come up with reports using Excel sheets that are easily generated using the site;
  - 2.5.5 Allowing users to tag articles by brand, messaging, topics and issues depending on their specifications/needs;
  - 2.5.6 Allowing users to track changes (tags, press activity links, comments) made in articles uploaded in their account;
  - 2.5.7 Allowing users to have access to immense archive of ads and articles that is updated on a daily basis, even those outside subscription parameters;
  - 2.5.8 Allowing users to generate real-time charts according to their preference and needs—daily chart, daily media chart, monthly media chart, monthly publication chart, tags chart, issues chart. These charts are based on real-time count, size and value of articles;
  - 2.5.9 Providing a noticeable alert for urgent news that need immediate attention and action; and
  - 2.5.10 Providing users a database of journalists and related information that can be viewed on the website.
3. The Consultant shall use the following search parameters in monitoring BCDA-related news articles, photographs, features, supplements, advertorials, bid notices, announcements, issues and the like.

- 3.1 All BCDA-related quad-media news including features, supplements, advertorials, bid notices, announcements and the like mentioning the Bases Conversion and Development Authority or BCDA;
- 3.2 Main story articles on topics and issues relevant to the agenda of the BCDA based on the following keywords:
  - 3.2.1 BCDA Articles/Direct Mention:
    - 3.2.1.1 Bases Conversion and Development Authority (BCDA)
    - 3.2.1.2 One Clark
    - 3.2.1.3 New Clark City
    - 3.2.1.4 Engr. Joshua M. Bingcang
    - 3.2.1.5 Atty. Hilario “Larry” B. Paredes
    - 3.2.1.6 Atty. Anthony Marvin G. Ponce De Leon
    - 3.2.1.7 Gerard R. Seno
    - 3.2.1.8 Rolan C. Paulino
    - 3.2.1.9 Roberto Flores
    - 3.2.1.10 Leon Montemayor
    - 3.2.1.11 Jose R. Taruc V
    - 3.2.1.12 Atty. Gisela Z. Kalalo
    - 3.2.1.13 Atty. Elvira V. Estanislao
    - 3.2.1.14 Hedda Y. Rulona
    - 3.2.1.15 Engr. Richard Brian M. Cepe
    - 3.2.1.16 Erwin Kenneth R. Peralta
    - 3.2.1.17 Leilani B. Macasaet
    - 3.2.1.18 Engr. Randy S. Viacrusis
    - 3.2.1.19 Engr. Mark P. Torres
    - 3.2.1.20 Atty. Diana Joyce N. Basco-Galera
    - 3.2.1.21 Jocelyn L. Caniones
    - 3.2.1.22 Patrick Roehl C. Francisco
    - 3.2.1.23 Atty. Agnes VST Devanadera
    - 3.2.1.24 Atty. Felix S. Racardio
    - 3.2.1.25 Atty. Manjit T. Singh Reandi
    - 3.2.1.26 Jose Emmanuel P. Guillermo
    - 3.2.1.27 House Special Committee on Bases Conversion
    - 3.2.1.28 Senate Committee on Government Corporations and Public Enterprises
    - 3.2.1.29 Camp John Hay Development Corporation (CJHDevCo)
    - 3.2.1.30 Robert John Sobrepreña
    - 3.2.1.31 Taguig Civic Center
    - 3.2.1.32 Bonifacio South Pointe/BNS Property
    - 3.2.1.33 Clark International Airport New Passenger Terminal
    - 3.2.1.34 Luzon Bypass Infrastructure
    - 3.2.1.35 Subic-Clark Railway Project (SCRP)
    - 3.2.1.36 Build Better More
    - 3.2.1.37 Subic-Clark-Tarlac Expressway (SCTEX)
    - 3.2.1.38 Pasig-Potrero Bridge / Porac Bridge

3.2.2 New Clark City Infrastructure Projects (with mention of New Clark City and without the mention of BCDA):

- 3.2.2.1 New Clark City Sports Complex
- 3.2.2.2 New Clark City Athletics Stadium
- 3.2.2.3 New Clark City Aquatics Center
- 3.2.2.4 Virology Institute of the Philippines
- 3.2.2.5 National Government Administrative Center (NGAC)
- 3.2.2.6 The Residences
- 3.2.2.7 Athletes Village
- 3.2.2.8 National Academy of Sports
- 3.2.2.9 Filinvest Mixed-Use Industrial Development
- 3.2.2.10 Filinvest Innovation Park-New Clark City (FIP-NCC)
- 3.2.2.11 Department of Agriculture Agro-Industrial Hub
- 3.2.2.12 National Seed Technological Park
- 3.2.2.13 National Bureau of Investigation
- 3.2.2.14 Supreme Court of the Philippines
- 3.2.2.15 Bangko Sentral ng Pilipinas Complex and Coin Minting Facility
- 3.2.2.16 Hann Reserve
- 3.2.2.17 Hann Lux Mountain Resort
- 3.2.2.18 Sky Blue Gold Club and Resort
- 3.2.2.19 University of the Philippines New Clark City Campus / UP Clark
- 3.2.2.20 Philippine General Hospital New Clark City
- 3.2.2.21 Philippine Science High School New Clark City Campus
- 3.2.2.22 Ayta Ethno Botanical Center (AEBC)

3.2.3 BCDA Subsidiaries/Affiliates/Partners (articles without mention of BCDA):

- 3.2.3.1 Clark Development Corporation (CDC)
- 3.2.3.2 Clark International Airport Corporation (CIAC)
- 3.2.3.3 Clark International Airport (CIA) (CRK)
- 3.2.3.4 Clark Freeport Zone (CFZ)
- 3.2.3.5 Clark Freeport and Special Economic Zone (CFSEZ)
- 3.2.3.6 Clark Global City (CGC)
- 3.2.3.7 Subic Metropolitan Authority (SBMA)
- 3.2.3.8 Poro Point Management Corporation (PPMC)
- 3.2.3.9 Poro Point Investment Corporation (PPIC)
- 3.2.3.10 Bulk Handlers, Inc. (BHI)
- 3.2.3.11 San Fernando Airport
- 3.2.3.12 Thunderbird Resorts Poro Point
- 3.2.3.13 John Hay Management Corporation (JHMC)
- 3.2.3.14 Camp John Hay
- 3.2.3.15 Bataan Technology Park (BTP)
- 3.2.3.16 Morong Discovery Park

- 3.2.3.17 North Rail
- 3.2.3.18 North Luzon Railways Corporation
- 3.2.3.19 Fort Bonifacio Development Corporation (FBDC)
- 3.2.3.20 Bonifacio Global City (BGC)
- 3.2.3.21 Bonifacio Art Foundation
- 3.2.3.22 Bonifacio Gas Corporation
- 3.2.3.23 Bonifacio Water Corporation
- 3.2.3.24 Newport City
- 3.2.3.25 McKinley West
- 3.2.3.26 McKinley Hill
- 3.2.3.27 Armed Forces of the Philippines (AFP)
- 3.2.3.28 Philippine Army
- 3.2.3.29 Philippine Marine Corps
- 3.2.3.30 Philippine Air Force
- 3.2.3.31 Philippine Navy
- 3.2.3.32 Subic-Clark Alliance for Development Council (SCADC)
- 3.2.3.33 Pamayanang Diego Silang
- 3.2.3.34 Centennial Village
- 3.2.3.35 Bonifacio Capital District (BCD)
- 3.2.3.36 MTD Philippines
- 3.2.3.37 Megawide GMR Consortium
- 3.2.3.38 Luzon International Premiere Airport Development (LIPAD) Corporation/LIPAD Corp.
- 3.2.3.39 Filinvest Land, Inc. (FLI)
- 3.2.3.40 Hann Resorts/ Hann Development Corporation
- 3.2.3.41 StB GigaFactory Inc.
- 3.2.3.42 Uttamenergy Limited
- 3.2.3.43 Sta. Clara International Corporation
- 3.2.3.44 Saekyung Unitless Co.
- 3.2.3.45 Science Park of the Philippines
- 3.2.3.46 Korea Water Resources Corporation / K-Water
- 3.2.3.47 Landco Pacific Corporation

#### 3.2.4 Industry (articles without mention of BCDA)

- 3.2.4.1 Ayala Corporation
- 3.2.4.2 Megaworld
- 3.2.4.3 Federal Land
- 3.2.4.4 Alliance Global Group, Inc.
- 3.2.4.5 Camp John Hay Development Corporation (CJHDevco)
- 3.2.4.6 Net Group
- 3.2.4.7 Metrobank
- 3.2.4.8 SM
- 3.2.4.9 SM Land, Inc.
- 3.2.4.10 SMDC
- 3.2.4.11 SM Aura
- 3.2.4.12 Changi Airports Philippines
- 3.2.4.13 Widus Group/ Widus Hotel and Casino

- 3.2.4.14 Government Owned and Controlled Corporations (GOCC)
- 3.2.4.15 Office of the Government Corporate Counsel (OGCC)
- 3.2.4.16 Governance Commission on GOCCs (GCG)
- 3.2.4.17 Armed Forces of the Philippines (AFP) Modernization Fund
- 3.2.4.18 Military and Uniformed Personnel (MUP) Fund
- 3.2.4.19 Taguig City
- 3.2.4.20 Taguig Mayor Lani Cayetano
- 3.2.4.21 Fil-Estate
- 3.2.4.22 Global-Estate Resort, Inc.

3.3 BCDA may modify the search parameters to meet its requirements. Such modifications shall be agreed upon by both parties and documented in writing.

3.4 Searches must be intuitive to allow variations of names, such as with or without middle initials; prefixes, suffixes and formal titles (eg. Engr., Atty., Rep., Mr., Sr., Jr., Inc.); and contraction of words (eg. Corp. for Corporation).

4. The Consultant shall base his/her/its search on the following publications, website, radio and television networks:

4.1 Broadsheets (including provincial newspapers and website counterparts) (26)

- 4.1.1 Amianan Balita Ngayon
- 4.1.2 Baguio Herald Express
- 4.1.3 Baguio Midland Courier
- 4.1.4 Business Mirror
- 4.1.5 Business World
- 4.1.6 Cebu Daily News
- 4.1.7 Daily Tribune
- 4.1.8 Edge Davao
- 4.1.9 Herald Express
- 4.1.10 Malaya Business Insight
- 4.1.11 Manila Bulletin
- 4.1.12 Manila Standard
- 4.1.13 Manila Times
- 4.1.14 Northern Philippine Times
- 4.1.15 Panay News
- 4.1.16 Philippine Daily Inquirer
- 4.1.17 Philippine Star
- 4.1.18 Punto! Central Luzon
- 4.1.19 Sun Star Baguio
- 4.1.20 Sunstar Cebu
- 4.1.21 Sun Star Pampanga
- 4.1.22 Tarlac Informer
- 4.1.23 Tarlac Insider Weekly
- 4.1.24 The Daily Guardian
- 4.1.25 The Freeman
- 4.1.26 Zigzag Weekly

#### 4.2 Tabloids (13)

- 4.2.1 Abante
- 4.2.2 Abante Tonight
- 4.2.3 Balita
- 4.2.4 Bandera
- 4.2.5 Bulgar
- 4.2.6 Pang-Masa
- 4.2.7 People's Journal
- 4.2.8 People's Tonight
- 4.2.9 Pilipino Mirror
- 4.2.10 Pilipino Star Ngayon
- 4.2.11 Police Files Tonight
- 4.2.12 Remate
- 4.2.13 Saksi Ngayon
- 4.2.14 Tempo

#### 4.3 Websites (40) - All online versions of publications monitored including:

- 4.3.1 Abante Online
- 4.3.2 Abante Tonight
- 4.3.3 AutoIndustriya
- 4.3.4 ABS-CBN News Online
- 4.3.5 Baguio Midland Courier
- 4.3.6 Baguio Herald Express
- 4.3.7 Balita
- 4.3.8 Bilyonaryo
- 4.3.9 Bombo Radyo
- 4.3.10 DZMM Teleradyo
- 4.3.11 Esquire Magazine Online
- 4.3.12 GMA News Online / GMA Integrated News
- 4.3.13 InterAksyon
- 4.3.14 iOrbit News
- 4.3.15 Journal Online
- 4.3.16 Libre
- 4.3.17 MindaNation
- 4.3.18 Mindanao Times
- 4.3.19 MSN News
- 4.3.20 Newsbreak
- 4.3.21 Net25
- 4.3.22 Pampanga News Now
- 4.3.23 Philippine Information Agency
- 4.3.24 Philippine News Agency
- 4.3.25 Politiko!
- 4.3.26 PTV News
- 4.3.27 Punto! Central Luzon
- 4.3.28 Radyo Philippines Network (RPN)
- 4.3.29 Rappler

- 4.3.30 Spin.ph
- 4.3.31 Sun Star Baguio
- 4.3.32 Sun Star Pampanga
- 4.3.33 The Voice Newsweekly
- 4.3.34 Tiebreaker Times
- 4.3.35 Top Gear Philippines
- 4.3.36 TV5 News
- 4.3.37 Vera Files
- 4.3.38 Yahoo!
- 4.3.39 SMNI News
- 4.3.40 Insider PH

4.4 Magazines (14) - including website counterparts, if any

- 4.4.1 BizNews Asia
- 4.4.2 Blueprint
- 4.4.3 Fortune
- 4.4.4 Lifestyle Asia
- 4.4.5 Lifestyle Asia Travel
- 4.4.6 Metro Society
- 4.4.7 People Asia
- 4.4.8 Philippine Business
- 4.4.9 Philippine Graphic
- 4.4.10 Tatler Philippines
- 4.4.11 Philippine Tatler Society
- 4.4.12 TravelLife
- 4.4.13 Travel Lifestyle Asia
- 4.4.14 Lifestyle Zen

4.5 Television (all news and public affairs programs) (23)

- 4.5.1 A2Z
- 4.5.2 ABS-CBN 2/Kapamilya Channel
- 4.5.3 ABS-CBN News Channel (All Day)
- 4.5.4 Bloomberg and Bloomberg Philippines
- 4.5.5 Business and Leisure
- 4.5.6 CLTV 36
- 4.5.7 Golden Nation Network (GNN) TV44
- 4.5.8 GMA 7
- 4.5.9 GMA News TV / GTV
- 4.5.10 GMA Regional TV - Balitang Amianan
- 4.5.11 IBC13
- 4.5.12 Motoring Today
- 4.5.13 Net25
- 4.5.14 One News TV (Signal)
- 4.5.15 One PH
- 4.5.16 One Sports
- 4.5.17 PEP TV Pampanga
- 4.5.18 PTV 4

- 4.5.19 UNTV
- 4.5.20 SMNI News Channel
- 4.5.21 Sky Cable 13
- 4.5.22 TV5

- 4.6 Radio (whole day monitoring) (17)
  - 4.6.1 DZBB
  - 4.6.2 DZMM/Teleradyo (via online live streaming)
  - 4.6.3 DZRH
  - 4.6.4 DZXL
  - 4.6.5 DWIZ
  - 4.6.6 DWXI
  - 4.6.7 DZRJ
  - 4.6.8 DZEC
  - 4.6.9 DZAS
  - 4.6.10 DZAR – Sonshine Radio
  - 4.6.11 DWDD – AFP Radio
  - 4.6.12 DWWW
  - 4.6.13 DWPM Radyo 630 Teleradyo Serbisyo
  - 4.6.14 DZRB – Radyo Pilipinas
  - 4.6.15 DZXQ - Radyo La Verdad
  - 4.6.16 Inquirer Radio 990
  - 4.6.17 TV5 Radio Station 92.3 FM Aksyon

- 5. The Consultant shall alert the BCDA via email on the following articles:
  - 5.1 Any quad-media news, photograph, feature, supplement, advertorial, announcements and the like about BCDA or any of its units;
  - 5.2 Any quad-media news, photograph, feature, supplement, advertorial, announcement and the like linking BCDA or any of its businesses with controversial personalities;
  - 5.3 Any BCDA-initiated quad-media releases, supplements, bid notices, announcements and the like. BCDA will inform the Consultant of the press-related information it released to the media; and
  - 5.4 Any quad-media news, photograph, feature, supplement, advertorial, announcement and the like about issues that BCDA may find relevant to its businesses. BCDA will inform the Consultant of the issues that they would like to monitor.
- 6. The Consultant shall alert the BCDA via real-time Short Message Service (SMS) and any instant online messaging of urgent news items/articles that need immediate attention and action.
- 7. The Consultant shall submit a Monthly Accomplishment Report in hard copy to the BCDA Corporate Office—Central Receiving and Releasing Area and electronic file

(PDF, Excel/Spreadsheets) stored in a cloud storage facility (Google Drive/One Drive) to be provided by BCDA, with the following report parameters:

- 7.1 The Monthly Accomplishment Report shall be submitted monthly on the date indicated in the Notice to Proceed;
- 7.2 The Monthly Accomplishment Report shall aggregate information on Client, Industry, configured according to specifications agreed between BCDA and the Consultant;
- 7.3 The Monthly Accomplishment Report shall also include media value, article count and positive or negative news rating, and whether BCDA was the main topic or was just mentioned;
- 7.4 The Monthly Accomplishment Report shall also include media value and article count of issues that were monitored for that period; and
- 7.5 The Monthly Accomplishment Report shall also include analysis of results/charts.

## V. METHODOLOGY OF EVALUATION

The Consultant shall be evaluated based on **Quality-Based Evaluation (QBE)**.

The Technical Proposal and the trial of the Web-based Quad-Media Monitoring site shall be the basis in the evaluation of the Consultant and shall be given a total weight of one hundred percent (100%). The breakdown is as follows:

<b>Evaluation Criteria</b>	<b>Score</b>	<b>Minimum Required Score</b>
A) Applicable Experience of the Consultant 1. Applicable Years of Experience of the Consultant/Firm 2. Relevant projects completed	40%	28%
B) Qualification of Personnel who shall be assigned to the project	20%	14%
C) Plan of Approach and Methodology 1. Substance of the General Approach and Methodology 2. Work Plan 3. One-Week Trial Period of the Web-based System	40%	28%
<b>T O T A L</b>	<b>100%</b>	<b>70%</b>

The procedure for the One-Week Trial Period shall be included in the submission of the **SF 8 - Plan of Approach and Methodology**. The CONSULTANT shall demonstrate for

a period of one week the web-based system using the parameters provided in Section IV - Technical Specifications of Deliverables. The results of the One-Week Trial Period should be submitted to BCDA using **SF 9 - Accomplishment Report**.

The Consultant should at least meet the minimum passing score for each criterion with an overall passing score of seventy percent (70%).

The Consultant shall then be ranked in descending order based on the combined numerical ratings of their Eligibility and Technical Proposals, from which the highest-rated bid will be identified.

Only the Financial Proposal of the Consultants who meet the minimum technical score of 70% for each category of the evaluation criteria will be opened.

The Financial Proposals shall not exceed the approved budget for the contract and shall be deemed to include the cost of all taxes, duties, fees, levies and other charges imposed under applicable laws. The name of the Consultant, the quality scores, and the proposed prices shall be recorded when the final proposals are opened. Negotiations shall be undertaken with the Consultant who is first in rank.

## **VI. MINIMUM QUALIFICATIONS OF THE CONSULTANT**

1. The following shall be allowed to participate in the bidding:
  - 1.1 Duly licensed Filipino citizen/sole proprietorships;
  - 1.2 Partnerships duly organized under the laws of the Republic of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - 1.3 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;
  - 1.4 Cooperatives duly organized under the laws of the Philippines; or
  - 1.5 Persons/entities forming themselves into a joint venture, 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 joint venture as specified in their JVA.
2. The Consultant must be a reputable media monitoring, data analytics, or insight solutions service provider/agency which has been in operation for at **least two (2) years**. In the case of joint ventures, the lead consulting firm should have **at least two (2) years** of business operation.

3. The Consultant must have **at least two (2) years of experience** in online quad-media monitoring.
4. The Consultant must have **completed at least one (1) relevant online quad-media monitoring project in the past two (2) years.**
5. The Consultant must have a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty (50%) percent of the ABC in the past two (2) years.
6. The **Quad-Media Monitoring Team** must be composed of the following three (3) key members: **Overall Project Manager, Systems Manager, and Account Manager.**
  - 6.1 The identified members of the proposed Quad-Media Monitoring Team must have at least one (1) year of experience in web-based quad-media monitoring as related to the function of the team.
  - 6.2 The identified members of the proposed Quad-Media Monitoring Team must have handled at least two (2) web-based quad-media monitoring projects which are relevant to the requirements in a capacity related to his/her function in the team.
7. The Consultant shall be assessed based on the most favorable compliance to the criteria.

## **VII. GENERAL REQUIREMENTS**

1. Each Consultant shall submit the Eligibility, Technical, and Financial Proposals simultaneously in **separate sealed envelopes** following the forms and templates provided in **Part II - Forms and Templates.**
2. Each Consultant shall present/demonstrate its respective quad-media monitoring system to the BCDA Public Affairs Department.
3. Each Consultant shall also provide the BCDA a One-Week Trial Period of its proposed Web-based Quad-media Monitoring site for evaluation purposes. Upon completion of the One-Week Trial Period, the Consultant shall submit the Accomplishment Report (SF 9) which shall form part of its Technical Proposal.
4. The Consultant should indicate in **SF 2 - Statement of All Completed Government and Private Contracts in the Past 2 Years** the website address and password to access the quad-media web-based system for the One-Week Trial Period.

## **VIII. TERMS OF PAYMENT**

The Approved Budget of the Contract (ABC) is **Pesos: One Million and 00/100 (PhP 1,000,000.00)**, inclusive of all applicable government taxes and fees.

In consideration of the consulting services to be rendered, the Consultant shall be paid a maximum amount of Pesos: One Million and 00/100 (PhP1,000,000.00) or the total amount indicated in the bid but not higher than the ABC. The contract price inclusive of all applicable taxes paid to the government for a one (1) year contract.

The payment will be divided into 12 months, which is equivalent to a one (1) year period, upon submission of a Monthly Accomplishment Report as indicated in Section IV.3.7 of the Terms of Reference prior to the approval of BCDA.

## **IX. SEALING AND MARKING OF THE PROPOSAL**

Prospective bidders shall enclose their original Eligibility, Technical and Financial proposal, in a sealed envelope marked **“ORIGINAL – ELIGIBILITY, TECHNICAL AND FINANCIAL PROPOSAL”**. Each copy thereof shall be similarly sealed duly marking the envelopes as **“COPY NO. 1- ELIGIBILITY, TECHNICAL AND FINANCIAL PROPOSAL”**. These envelopes containing the Original and the Copy shall then be enclosed in one single envelope.

The Original and Copy No. 1 of the proposal shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.

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-C;
- (d) bear the specific identification of this Project indicated in the Request for Proposal (RFP); and
- (e) bear a warning **“DO NOT OPEN BEFORE...”** the date and time for the opening of bidding documents, in accordance with the RFP.

Bidding documents that are not properly sealed and marked, as required in this TOR, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BCDA shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

## **X. OTHER CONDITIONS**

### **1. LIQUIDATED DAMAGES**

The CONSULTANT obligates itself to perform and complete all the services within the period of one (1) year, beginning from the effective date exclusive of such

extensions of time as may be mutually agreed upon in writing. Should the CONSULTANT fail to complete the Services within the stipulated time, liquidated damages, not by way of penalty, shall be paid to BCDA by the CONSULTANT in an amount equal to one-tenth of one percent (1/10 of 1%) of the total contract price minus the value of the completed portions of the contract certified by BCDA for each calendar day of delay until the Services are completed.

## 2. PERFORMANCE SECURITY

Prior to the signing of the Contract, the CONSULTANT shall post in favor of **BCDA** a Performance Security to guarantee the CONSULTANT’S faithful performance of all obligations and undertakings under the Contract. The Performance Security may be in any of the following forms or a combination thereof:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank;	Five percent (5%)
(b) 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.	

The Performance Security shall comply with and reflect the following conditions:

1. It shall serve as security, which shall be forfeited in the event it is established that the CONSULTANT is in default in the performance of its obligations under the Contract;
2. It shall be co-terminus at least with the final completion of the Services including time extension granted, if any.

The following provision shall form part of the performance security: **“The right to institute action on the penal bond of any individual firm, partnership, corporation and association supplying the CONSULTANT with labor and materials for the prosecution of the services is hereby acknowledged and confirmed.”**

The Consultant shall certify that it is free and clear of all tax liabilities to the government.

Any amount for Liquidated Damages in Section VI.1 hereof may be charged against the Performance Security at the sole discretion of **BCDA**.

### **3. STANDARD OF SERVICE**

The Consultant shall fulfill his/her/its obligations under the Contract 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 in the best interest of BCDA. To attain these, the Consultant shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required Services/undertakings.

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 its completion. The Consultant shall conduct regular consultation with BCDA in relation to the undertaking of his/her/its responsibilities under the Contract.

### **4. CONFIDENTIALITY CLAUSE**

The Consultant shall hold and maintain confidential all materials and information which shall come into his/her/its possession, or knowledge in connection with the Contract or his/her/its performance, and not to make use thereof other than for the purpose of the Contract.

After the completion or termination of the Contract, all materials, data, proprietary information and other related documents provided to the Consultant and which have been derived in relation to and as a consequence of the implementation of the Contract, shall be immediately turned over to BCDA without need of demand.

The Consultant undertakes that it shall make appropriate instructions to its employees/supplier/service provider who need to have access to such information and materials to strictly observe the confidentiality thereof.

The obligation of the Consultant under this Section shall remain effective even after the termination of this Contract.

Any violation of this Article by the Consultant shall make him/her/it liable to BCDA for the penalty equal to ten percent (10%) of the total consideration stipulated herein.

### **5. CORRUPT, FRAUDULENT, COLLUSION AND COERCIVE PRACTICE**

Any attempt by a bidder to influence the Bids and Awards Committee or its authorized representatives in the evaluation of the bids or in the recommendation to award the contract shall result in the rejection of bid or revocation of award as the case may be, without prejudice to the imposition of other sanctions to the bidder causing influence.

# **PART II**

## **Bidding Forms and Templates**

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*PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED  
QUAD-MEDIA MONITORING PROJECT OF BCDA*

# **BASES CONVERSION AND DEVELOPMENT AUTHORITY**

## ***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD-MEDIA MONITORING PROJECT OF BCDA***

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### **CONTENTS**

---

**SF 1** - SHORT-LISTING DOCUMENTS SUBMISSION FORM

**SF 2** - STATEMENT OF COMPLETED GOVERNMENT AND PRIVATE CONTRACTS FOR THE PAST 2 YEARS

**SF 3** - SUMMARY OF COMPLETED PROJECTS FOR THE PAST 2 YEARS

**SF 4** - CONSULTANT'S REFERENCES RELEVANT SERVICES CARRIED OUT FOR THE PAST 2 YEARS THAT BEST ILLUSTRATE QUALIFICATIONS

**SF 5** - SUMMARY OF CURRICULUM VITAE

**SF 6 (A TO C)** - CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

**SF 7** - STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED PROFESSIONALS AND OF AVAILABILITY FOR THE DURATION OF THE PROJECT

**SF 8** - PLAN OF APPROACH AND METHODOLOGY

**SF 9** - ACCOMPLISHMENT REPORT

**FPF 1** - FINANCIAL PROPOSAL SUBMISSION FORM

CONTRACT AGREEMENT

GENERAL CONDITIONS OF CONTRACT

SPECIAL CONDITIONS OF CONTRACT

OMNIBUS SWORN STATEMENT

BID SECURING DECLARATION FORM

SECRETARY'S CERTIFICATE FORMAT (IF APPLICABLE)

SPECIAL POWER OF ATTORNEY FORMAT (IF APPLICABLE)

CHECKLIST AND TABBING OF DOCUMENTARY REQUIREMENTS

**SF1. SHORT-LISTING DOCUMENTS SUBMISSION FORM**

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***PROCUREMENT OF CONSULTING SERVICES FOR THE PREPARATION OF THE  
UPDATED MASTER DEVELOPMENT PLAN OF BONIFACIO GLOBAL CITY,  
TAGUIG CITY***

[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.

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [redacted] for **Procurement of Consulting Services for the Web-Based Quad-Media Monitoring, [Name of Consultant]** hereby expresses interest in participating in the short-listing for said Project and submits the attached short-listing documents in compliance with the Short-listing Documents therefore.

In line with this submission, we certify that:

- a) **[Name of Consultant]** is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; 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 that any mis-representation or submission of fake or tampered documents by the **[Name of Consultant]**, its partner/s (in case of Joint Venture or partnership) or sub-contractor, or any of the key personnel nominated by the Consultant shall automatically result in disqualification of the Consultant from the project and shall be grounds for blacklisting pursuant to Section 4.1 of Appendix 17 of the Revised IRR of RA 12009.

We acknowledge and accept BCDA's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and shortlisted 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 of the Firm/JV/Consortium]**

[Title]

Date: \_\_\_\_\_

**SF 2. STATEMENT OF ALL COMPLETED GOVERNMENT AND PRIVATE CONTRACTS  
FOR THE PAST 2 YEARS**

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***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED  
QUAD-MEDIA MONITORING PROJECT OF BCDA***

[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.

Ladies/Gentlemen:

In compliance with the eligibility requirements of the Bids and Awards Committee for Consulting Services of the Bases Conversion and Development Authority for the **Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project of BCDA**, we certify that [Name of Consultant] has **completed government and private contracts**, as enumerated in SF3. Summary of Completed Projects for the Past 2 Years.

Furthermore, the following are the website address and password to access the quad-media web-based system for the one-week trial:

Website address: \_\_\_\_\_

Password: \_\_\_\_\_

Sincerely,

[Signature over printed name of Authorized Signatory of the Firm/JV/Consortium]

[Title]

Date: \_\_\_\_\_

**SF3. SUMMARY OF COMPLETED PROJECTS FOR THE PAST 2 YEARS**  
**(All completed government and private contracts)**

***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD-MEDIA MONITORING PROJECT OF BCDA***

*List similar projects completed in the past two (2) years. This shall include projects awarded from 1 January 2024 and completed on or before the deadline of submission of technical proposals.*

No. <sup>1</sup>	Name & Location of Consulting Services	Description of Consulting Services	Client	Type of Consulting Service	Contract Amount <sup>2</sup>	Date of Contract Award	Contract Period <sup>3</sup>		Proof of Undertaking <sup>4</sup>
							Start of Contract (mm/dd/yy)	Contract Completion (mm/dd/yy)	

Certified by:

[Signature over printed name of Authorized Representative of the Firm/JV/Consortium (in case of JV/Consortium)]

[Title]

[Date]

<sup>1</sup> Consulting Services with at least **Pesos: Five Hundred Thousand and 00/100 (PhP 500,000.00)** contract amount should be declared in Service Number 1

<sup>2</sup> In Philippine Peso.

<sup>3</sup> State the start and completion dates of the contract.

<sup>4</sup> Certificate of Completion or Certificate of Acceptance or valid proof of final payment issued by the client should be submitted as supporting documents of completed consulting services.

**SF 4. CONSULTANT’S REFERENCES**

**Relevant Services Carried Out for the Past 2 Years That Best Illustrate Qualifications**

***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED  
QUAD-MEDIA MONITORING PROJECT OF BCDA***

*[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, partnership, Joint Venture or similar arrangement, 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 (Day/Month/Year):	Completion Date (Day/Month/Year):	Approx. Value of Services (in PhP):
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 and Nature of Services/Engagement ( <i>whether principal consultant, associate consultant, support consultant, percentage of interest in the partnership or Joint Venture [in the case of Joint Venture Arrangement], sub-contractor, etc.</i> ) provided by Your Firm and Your Staff ( <i>whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.</i> ). Please list down all your staff members involved in each project for which bidder was contracted.		
Attach the Applicable Supporting Documents		

Consultant’s Name [Firm/Entity/JV/Consortium]: \_\_\_\_\_.

**[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]**

[Title]

Date: \_\_\_\_\_

**SF5. SUMMARY OF CURRICULUM VITAE**

***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD-MEDIA MONITORING PROJECT OF BCDA***

No.	Name of Key Staff	Nominated Position	Profession	Highest Educational Attainment <sup>1</sup>	No. of Trainings Relevant to Profession <sup>2</sup>		Overall Work Experience <sup>3</sup>	Number of Undertaking related to quad-media monitoring
					Local	Foreign		
1		Over-all Project Manager						
2		Systems Manager						
3		Account Manager						

Certified by:

**[Signature over printed name of Authorized Signatory of the Firm/JV/Consortium (in case of JV/Consortium)]**

[Title]

[Date]

<sup>1</sup> Provide proof of highest educational attainment

<sup>2</sup> Provide proof of trainings undertaken

<sup>3</sup> State number of years of relevant experience

<sup>4</sup> List down services undertaken which are related to quad-media monitoring

**SF6A. CURRICULUM VITAE (CV) FOR  
PROPOSED PROFESSIONAL STAFF**

**PROCUREMENT OF CONSULTING SERVICES FOR THE  
WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA**

Proposed Position: Overall Project Manager

Name of Firm/Entity/JV/Consortium: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ years, from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

College/University	Degree/Title Obtained	Inclusive Dates	
		From (MM/DD/YY)	To (MM/DD/YY)
Attach the Applicable Supporting Documents:			

\* Complete the details of the inclusive dates (month, day, and year)

**Trainings/Seminars**

*[Summarize the relevant trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]*

Title/Description	Conducted by	Inclusive Dates*		No. of Hour/s	Venue	Involvement <i>(Such as participant, speaker or trainer)</i>
		From (MM/DD/YY)	To (MM/DD/YY)			
<b>Trainings relevant to the nominated position</b>						
(latest/most recent)						
(previous)						
Attach the Applicable Supporting Documents:						

\* Complete the details of the inclusive dates (month, day, and year)

### Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Professional Societies/Organization/Affiliation	Date of Conferment/Registration (MM/DD/YY)	License/Professional/Membership Number	Validity Date (MM/DD/YY)

\* Complete the details of the inclusive dates (month, day, and year)

### Consulting Services Undertaken/Completed

[Provide outline of services undertaken using the matrix below]

Title/ Description	Type of Consulting Services/Contract (web-based quad -media monitoring system)	Client	Position and Description of the Nature of Work/ Engagement in the consulting services (whether full-time, part-time, principal/key team member, consultant, subcontractor, support staff, etc.)	Start Date (MM/DD/YY)	Completion Date (MM/DD/YY)
<b>Other types of consulting service/contract</b> (please specify)					
(latest/most recent)					
(previous)					

\* Rank from previous to latest/most recent service

\* Complete the details of the inclusive dates (month, day, and year)

### On-Going Services

[Provide outline of on-going consulting services using the matrix below]

Title/Description	Client	Consulting Services Contract Amount	Position	Start Date (MM/DD/YY)	End Date (MM/DD/YY)
(latest/most recent)					
(previous)					
Attach supporting documents such as NOA, NTP, signed contract, bidding documents or etc.					

\* Rank from previous to latest/most recent on-going project

\* Complete the details of the inclusive dates (month, day, and year)

### 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 the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in the last two (2) years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Employment		Name of Employing Organization	Office Address of the Employer/ Employing Organization	Position Held <i>(whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)</i>	Location of Projects	Relevant Work Experience/ Types of Activities Performed
From (MM/DD/YY)	To (MM/DD/YY)					
(latest/most recent)						
(previous)						

- \* Rank from previous to latest/most recent employment
- \* Complete the details of the inclusive dates (month, day, and year)

**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 also commit to work for the Consulting Services for the project in accordance with the time schedule as indicated in the contract once the firm is awarded the Consulting Services for the project.

\_\_\_\_\_ Date: \_\_\_\_\_  
**[Signature over printed name of nominated key staff]** **Day/Month/Year**

\_\_\_\_\_ Date: \_\_\_\_\_  
**[Signature over printed name of authorized representative of the firm/  
 entity/Joint Venture/Consortium in case of JV/Consortium)]** **Day/Month/Year**

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_, *[date issued]*, *[place issued]*  
**IBP No.** \_\_, *[date issued]*, *[place issued]*  
**Doc. No.** \_\_\_\_  
**Page No.** \_\_\_\_  
**Book No.** \_\_\_\_  
**Series of 2026**

**SF6B. CURRICULUM VITAE (CV) FOR  
PROPOSED PROFESSIONAL STAFF**

**PROCUREMENT OF CONSULTING SERVICES FOR THE  
WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA**

Proposed Position: Systems Manager

Name of Firm/Entity/JV/Consortium: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ years, from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

College/University	Degree/Title Obtained	Inclusive Dates	
		From (MM/DD/YY)	To (MM/DD/YY)
Attach the Applicable Supporting Documents:			

\* Complete the details of the inclusive dates (month, day, and year)

**Trainings/Seminars**

*[Summarize the relevant trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]*

Title/Description	Conducted by	Inclusive Dates*		No. of Hour/s	Venue	Involvement <i>(Such as participant, speaker or trainer)</i>
		From (MM/DD/YY)	To (MM/DD/YY)			
<b>Trainings relevant to the nominated position</b>						
(latest/most recent)						
(previous)						
Attach the Applicable Supporting Documents:						

\* Complete the details of the inclusive dates (month, day, and year)

### Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Professional Societies/Organization/Affiliation	Date of Conferment/Registration (MM/DD/YY)	License/Professional/Membership Number	Validity Date (MM/DD/YY)

\* Complete the details of the inclusive dates (month, day, and year)

### Consulting Services Undertaken/Completed

[Provide outline of services undertaken using the matrix below]

Title/ Description	Type of Consulting Services/Contract <i>(web-based quad -media monitoring system)</i>	Client	Position and Description of the Nature of Work/ Engagement in the consulting services <i>(whether full-time, part-time, principal/key team member, consultant, subcontractor, support staff, etc.)</i>	Start Date (MM/DD/YY)	Completion Date (MM/DD/YY)
<b>Other types of consulting service/contract</b> (please specify)					
(latest/most recent)					
(previous)					

\* Rank from previous to latest/most recent service

\* Complete the details of the inclusive dates (month, day, and year)

### On-Going Services

[Provide outline of on-going consulting services using the matrix below]

Title/Description	Client	Consulting Services Contract Amount	Position	Start Date (MM/DD/YY)	End Date (MM/DD/YY)
(latest/most recent)					
(previous)					
Attach supporting documents such as NOA, NTP, signed contract, bidding documents or etc.					

\* Rank from previous to latest/most recent on-going project

\* Complete the details of the inclusive dates (month, day, and year)

### 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 the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in the last two (2) years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Employment		Name of Employing Organization	Office Address of the Employer/ Employing Organization	Position Held <i>(whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)</i>	Location of Projects	Relevant Work Experience/ Types of Activities Performed
From (MM/DD/YY)	To (MM/DD/YY)					
(latest/most recent)						
(previous)						

- \* Rank from previous to latest/most recent employment
- \* Complete the details of the inclusive dates (month, day, and year)

**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 also commit to work for the Consulting Services for the project in accordance with the time schedule as indicated in the contract once the firm is awarded the Consulting Services for the project.

\_\_\_\_\_ Date: \_\_\_\_\_  
**[Signature over printed name of nominated key staff]** **Day/Month/Year**

\_\_\_\_\_ Date: \_\_\_\_\_  
**[Signature over printed name of authorized representative of the firm/  
 entity/Joint Venture/Consortium in case of JV/Consortium)]** **Day/Month/Year**

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_, *[date issued]*, *[place issued]*  
**IBP No.** \_\_, *[date issued]*, *[place issued]*  
**Doc. No.** \_\_\_\_  
**Page No.** \_\_\_\_  
**Book No.** \_\_\_\_  
**Series of 2026**

**SF6C. CURRICULUM VITAE (CV) FOR  
PROPOSED PROFESSIONAL STAFF**

**PROCUREMENT OF CONSULTING SERVICES FOR THE  
WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA**

Proposed Position: Account Manager

Name of Firm/Entity/JV/Consortium: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ years, from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

College/University	Degree/Title Obtained	Inclusive Dates	
		From (MM/DD/YY)	To (MM/DD/YY)
Attach the Applicable Supporting Documents:			

\* Complete the details of the inclusive dates (month, day, and year)

**Trainings/Seminars**

*[Summarize the relevant trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]*

Title/Description	Conducted by	Inclusive Dates*		No. of Hour/s	Venue	Involvement <i>(Such as participant, speaker or trainer)</i>
		From (MM/DD/YY)	To (MM/DD/YY)			
<b>Trainings relevant to the nominated position</b>						
(latest/most recent)						
(previous)						
Attach the Applicable Supporting Documents:						

\* Complete the details of the inclusive dates (month, day, and year)

### Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Professional Societies/Organization/Affiliation	Date of Conferment/Registration (MM/DD/YY)	License/Professional/Membership Number	Validity Date (MM/DD/YY)

\* Complete the details of the inclusive dates (month, day, and year)

### Consulting Services Undertaken/Completed

[Provide outline of services undertaken using the matrix below]

Title/ Description	Type of Consulting Services/Contract <i>(web-based quad -media monitoring system)</i>	Client	Position and Description of the Nature of Work/ Engagement in the consulting services <i>(whether full-time, part-time, principal/key team member, consultant, subcontractor, support staff, etc.)</i>	Start Date (MM/DD/YY)	Completion Date (MM/DD/YY)
<b>Other types of consulting service/contract</b> (please specify)					
(latest/most recent)					
(previous)					

\* Rank from previous to latest/most recent service

\* Complete the details of the inclusive dates (month, day, and year)

### On-Going Services

[Provide outline of on-going consulting services using the matrix below]

Title/Description	Client	Consulting Services Contract Amount	Position	Start Date (MM/DD/YY)	End Date (MM/DD/YY)
(latest/most recent)					
(previous)					
Attach supporting documents such as NOA, NTP, signed contract, bidding documents or etc.					

\* Rank from previous to latest/most recent on-going project

\* Complete the details of the inclusive dates (month, day, and year)

### 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 the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in the last two (2) years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Employment		Name of Employing Organization	Office Address of the Employer/ Employing Organization	Position Held <i>(whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)</i>	Location of Projects	Relevant Work Experience/ Types of Activities Performed
From (MM/DD/YY)	To (MM/DD/YY)					
(latest/most recent)						
(previous)						

- \* Rank from previous to latest/most recent employment
- \* Complete the details of the inclusive dates (month, day, and year)

**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 also commit to work for the Consulting Services for the project in accordance with the time schedule as indicated in the contract once the firm is awarded the Consulting Services for the project.

\_\_\_\_\_ Date: \_\_\_\_\_  
**[Signature over printed name of nominated key staff]** **Day/Month/Year**

\_\_\_\_\_ Date: \_\_\_\_\_  
**[Signature over printed name of authorized representative of the firm/  
 entity/Joint Venture/Consortium in case of JV/Consortium)]** **Day/Month/Year**

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_, [date issued], [place issued]  
**IBP No.** \_\_, [date issued], [place issued]

**Doc. No.** \_\_\_\_  
**Page No.** \_\_\_\_  
**Book No.** \_\_\_\_  
**Series of 2026**

**SF 7. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED PROFESSIONALS AND OF AVAILABILITY FOR THE DURATION OF THE PROJECT**

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***WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA***

**[Letterhead]**

**[Date]**

The Bids and Awards Committee – Consultancy Services  
Bases Conversion and Development Authority  
BCDA Corporate Center, 2/F Bonifacio Technology Center  
31st corner 2nd Avenue, Bonifacio Global City, Taguig City.

Ladies/Gentlemen:

**[Name of Consultant]** is issuing this statement in compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Bids and Awards Committee – Consulting Services, that:

1. The members of the Project Team below are **all Filipino** in nationality;
2. They are registered Filipino professionals who can actually perform the service in accordance with the eligibility requirements;
3. We understand and agree with all the manning requirements set upon on the Terms of Reference for this Consulting Services; and
4. The Project Team will not be engaged in any other projects for the duration of their engagement with this Consulting Service

Proposed Project Team for the project:

<b>Name</b>	<b>Assignment</b>
	Overall Project Manager
	Systems Manager
	Account Manager

**[Name of Consultant]** issues this statement in accordance with Clause 2.1.a.iii of the eligibility requirements for the project.

Sincerely,

**[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]**

**[Title]**

**Date:** \_\_\_\_\_

## SF 8. PLAN OF APPROACH AND METHODOLOGY

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### ***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA***

I. Background (Understanding of the Requirements of the Project)

II. Objectives

III. Detailed Scope of Work (Section III - Deliverables of the TOR)

- a. Daily monitoring of major broadsheets, tabloids, websites, magazines, TV stations and radio stations
- b. Establish and maintain Web-based Quad-Media Monitoring System
- c. Upload BCDA-related quad-media news with its corresponding media value at dedicated websites
- d. Archive of BCDA news on the web for a period of one-year
- e. Notification on published stories [daily alert via email; Short Messaging Service (SMS) and online instant messaging on potential issues]
- f. Online mechanism for effective and efficient management of media
- g. Present daily alerts in customized format
- h. Monthly compilation of monitored articles with corresponding media value
- i. Monthly Accomplishment Report

IV. Project Organization

- a. Detailed Organizational Chart
- b. Duties and Responsibilities of the Assigned Team Members

V. Work Plan

- a. Work Plan and Submission of Deliverables
- b. Schedule of Activities

VI. General Plan of Approach and Methodology

- a. Project Scope Management
- b. One-Week Trial Period
- c. Project Schedule Management
- d. Project Cost Management

VII. Conclusion

**[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]**

[Title]

Date: \_\_\_\_\_

## SF 9. ACCOMPLISHMENT REPORT

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### *PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA*

Name of Consultant: \_\_\_\_\_

Date of trial period: \_\_\_\_\_

#### I. List of pick-ups, including the following details:

- a. Keyword
- b. Date
- c. Title
- d. Media Type
- e. Media Outlet
- f. Media Value
- g. Favorability (Tonality)
- h. Keyword Emphasis

#### II. Daily Statistics indicating distribution of articles per media type

#### III. Weekly Statistics indicating the following:

- a. Distribution per media type based on count and media value
- b. Distribution per media outlet based on count and media value
- c. Distribution of favorability/tonality (positive or negative)

#### IV. Attachment/s

- a. Actual Accomplishment Report
- b. Summary of Monitoring Report

**[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint  
Venture/Consortium (in case of JV/Consortium)]**

[Title]

Date: \_\_\_\_\_

## FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

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### ***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA***

**[Date]**

Bases Conversion and Development Authority  
2/F Bonifacio Technology Center  
31st St., corner 2nd Avenue, Bonifacio Global City.

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for **Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project of BCDA** in accordance with your Bidding Documents dated **[date of posting]** and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of **[amount in words and figures]**. This amount is exclusive of the local taxes, which we have estimated at **[amount(s) in words and figures]**.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, *120 calendar days from the opening of the bids*.

In accordance with GCC Clause 52, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,

**Signature of the Authorized Representative of the Firm/JV/Consortium:**

Name and Title of Signatory:

Name of Firm/entity:

Address:

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_, *[date issued]*, *[place issued]*  
**IBP No.** \_\_, *[date issued]*, *[place issued]*

**Doc. No.** \_\_\_\_  
**Page No.** \_\_\_\_  
**Book No.** \_\_\_\_  
**Series of 2026**

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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### **PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA**

REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

#### **AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

*[If individual consultant not registered under a sole proprietorship, in case of Consulting Services:]* I am the individual consultant or authorized representative of [Name of Bidder] with office address at [Address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project of BCDA**, as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project of BCDA**, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

*[If individual consultant not registered under a sole proprietorship, in case of Consulting Services:]* As the individual consultant or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to

participate, submit the bid, and to sign and execute the ensuing contract for **Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project of BCDA**], as supported by the attached duly notarized Special Power of Attorney for authorized representative;

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If individual consultant not registered under a sole proprietorship, in case of Consulting Services:]* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the

Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations:* [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
- *In case of Foreign Bidders:* [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project*
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

**[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]**

**[Insert signatory's legal capacity]**

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_

**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_

**Roll of Attorneys No.** \_\_\_\_\_

**PTR No.** \_\_, *[date issued]*, *[place issued]*

**IBP No.** \_\_, *[date issued]*, *[place issued]*

**Doc. No.** \_\_\_\_

**Page No.** \_\_\_\_

**Book No.** \_\_\_\_

**Series of 2026**

## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION**

#### ***PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD- MEDIA MONITORING PROJECT OF BCDA***

**To: Bases Conversion and Development Authority**

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. This Bid Securing Declaration shall be valid for one hundred twenty (120) calendar days from the date of the opening of bids.
4. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Highest Rated Responsive Bid/Single Rated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

**[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]**

**[Insert signatory's legal capacity]**

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_

**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_

**Roll of Attorneys No.** \_\_\_\_\_

**PTR No.** \_\_, [date issued], [place issued]

**IBP No.** \_\_, [date issued], [place issued]

**Doc. No.** \_\_\_\_

**Page No.** \_\_\_\_

**Book No.** \_\_\_\_

**Series of 2026**

**SECRETARY'S CERTIFICATE FORMAT**  
**(where applicable)**

Republic of the Philippines )  
Taguig City ) SS.

I, \_\_\_\_\_, of legal age, being the Corporate Secretary of the \_\_\_\_\_, with office address at the \_\_\_\_\_, do hereby certify that on the occasion of the Board Meeting held on \_\_\_\_\_, with a quorum being present, the Board of Directors, upon motion duly seconded, unanimously approved the following resolution:

**A. Resolution No. \_\_\_\_\_**

Resolved, as it is hereby resolved, that the corporation shall enter into a Joint Venture with \_\_\_\_\_, the purpose of which is to participate in the ***Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project*** being conducted by Bases Conversion and Development Authority.

Resolved, further, that for this purpose, \_\_\_\_\_ hereby authorizes \_\_\_\_\_, \_\_\_\_\_ to represent the corporation on the said Joint Venture and to sign on all agreements in relation thereto, cause the submission of documents in support thereof, and to sign for and in behalf of the Corporation, such as authority/authorities/Power of Attorney in favor of whoever may be designated by the joint venture as the latter's official representative/Attorney-in-fact for purposes of the said bidding.

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_

\_\_\_\_\_  
***Corporate Secretary***

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ at \_\_\_\_\_, Philippines, by \_\_\_\_\_ who exhibited to me her \_\_\_\_\_, issued at the \_\_\_\_\_ on \_\_\_\_\_ and valid until \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2026

***SPECIAL POWER OF ATTORNEY FORMAT***  
**(where applicable)**

I, \_\_\_\_\_, of legal age, (civil status), (citizenship), and residing \_\_\_\_\_ after having duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor/owner/authorized representative of firm/entity/partnership of \_\_\_\_\_, with office address at \_\_\_\_\_, having full power and authority to appoint a representative who will sign the joint venture agreement with \_\_\_\_\_, the purpose of which is to participate in the ***Procurement of Consulting Services for the Web-Based Quad-Media Monitoring Project Report*** being conducted by the Bases Conversion and Development Authority.
2. I hereby make, constitute and appoint \_\_\_\_\_, as the true and lawful attorney, for it and its name, place and stead, to represent \_\_\_\_\_ on the said Joint Venture and to sign on all agreements in relation thereto, cause the submission of documents in support thereof, and to sign for and in behalf of \_\_\_\_\_, such as authority/authorities/Power of Attorney in favor of whoever may be designated by the joint venture as the latter's official representative/Attorney-in-fact for purposes of the said bidding.

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_

**Name and signature of Owner/Authorized Representative  
of Owner/Firm/Entity/Partnership**

**Name and signature of  
Authorized Representative**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ at \_\_\_\_\_, Philippines, by \_\_\_\_\_ who exhibited to me her \_\_\_\_\_, issued at the \_\_\_\_\_ on \_\_\_\_\_ and valid until \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2026

## BASES CONVERSION AND DEVELOPMENT AUTHORITY

### *PROCUREMENT OF CONSULTING SERVICES FOR THE WEB-BASED QUAD-MEDIA MONITORING PROJECT OF BCDA*

#### CHECKLIST AND TABBING OF BIDDING REQUIREMENTS

Tab No.	Form No.	Description	Duly Signed by the Authorized Representative	Duly Notarized
1	SF 1	Short-listing Documents Submission Form	<input type="checkbox"/>	
2	-	PhilGEPS Certificate of Registration under Platinum Membership (all pages) pursuant to Section 8.5.2 of the 2016 revised IRR. Red membership shall also submit the company's Mayor's Permit and the latest Income Tax Return (ITR).  In case of a recently expired Mayor's permit, the official receipt for renewal within the period prescribed by the concerned local government unit and the recently expired Mayor's permit shall be submitted.		
3	SF 2	Statement of All Completed Government and Private Contracts for the Past 2 Years	<input type="checkbox"/>	
4	SF 3	Summary of Completed Services for the Past 2 Years (All completed government and private contracts)	<input type="checkbox"/>	
5	SF 4	Consultant's References	<input type="checkbox"/>	
6	SF 5	Summary of Curriculum Vitae	<input type="checkbox"/>	
7	SF 6	Curriculum Vitae (CV) for Proposed Professional Staff		
7.1	SF 6A	Over-all Project Manager	<input type="checkbox"/>	<input type="checkbox"/>
7.2	SF 6B	Systems Manager	<input type="checkbox"/>	<input type="checkbox"/>
7.3	SF 6C	Account Manager	<input type="checkbox"/>	<input type="checkbox"/>
8	SF 7	Statement of Consultant Specifying its Nationality and Confirming that those who will Actually Perform the Services are Registered Professionals and of Availability for the Duration of the Project	<input type="checkbox"/>	
9	SF 8	Plan of Approach and Methodology	<input type="checkbox"/>	
10	SF 9	Accomplishment Report	<input type="checkbox"/>	
11	FPF 1	Financial Proposal Submission Form	<input type="checkbox"/>	<input type="checkbox"/>
12	-	Omnibus Sworn Statement	<input type="checkbox"/>	<input type="checkbox"/>
13	-	Bid Securing Declaration Form	<input type="checkbox"/>	<input type="checkbox"/>
14	-	Secretary's Certificate (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
15	-	Special Power of Attorney (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
16	-	Class "B" Document (if the bid is a joint venture) An executed Joint Venture Agreement (JVA) between parties, for joint venture. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid.  Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of this IRR. The		

		submission of technical and financial documents by any of the joint venture partners constitutes compliance.		
--	--	--	--	--

*Note: BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the Bidder out of the data furnished by BCDA in relation to this bidding. The Bidder shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all the Bidding Documents and its amendments.*

Republic of the Philippines  
Office of the President

