

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE PRODUCTION OF THE
BCDA 2023 ANNUAL REPORT**

Bid Bulletin No. 01

This Bid Bulletin clarifies queries/questions raised during the Pre-Eligibility Conference held on 27 September 2023 and written clarifications received through email pertaining to the above-cited Consulting Services.

I. QUERIES/QUESTIONS BY THE BIDDERS

a. Queries/Questions raised during the Pre-Eligibility Conference

Queries/Questions	Clarifications/Responses
1. Clarification on cloud storage: This is just for the transfer of files, right?	Yes. The cloud storage is for the transfer of files.
2. Clarification on the documents with the watermark: The one sent to us has a watermark. May we use that?	The editable documents are available through the link provided in Part IV of this Bid Bulletin.
3. May I ask if the presentation this afternoon will also be sent to us?	Copy of the presentation is available through the link provided in Part II of this Bid Bulletin.
4. If we have any further questions, can we just email them?	Yes. You may send questions/clarifications via email within the deadline. The email address is: bacc_sec@bcda.gov.ph The deadline for clarifications is 29 September 2023 at 5:00 p.m.

b. Queries/Questions sent via email

Queries/Questions	Clarifications/Responses
<p>1. What is the process for the payment of bidding documents amounting to PhP 5,000.00 and when is the deadline for payment for this?</p>	<p>Shortlisted bidders may acquire the complete set of Bidding Document from the BCDA's address as stated in the Request for Expression of Interest at BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City and upon the payment of Pesos: Five Thousand (Php5,000.00) on or before 10 November 2023, 9:00 am.</p> <p>Payment shall be made through the BCDA's cashier, online bank transfer or deposit to BCDA's Landbank account prior to securing the complete set of bidding documents.</p> <p>Kindly coordinate with the Secretariat on the bank details.</p>
<p>2. When can we receive the copy of the editable docs?</p>	<p>The editable documents are available through the links in Part IV of this Bid Bulletin.</p>
<p>3. For the required statement of projects for the last 3 yrs, the price of the project should be at least 50% of the BCDA Annual Report 2023 project correct as well as for EF9? Does this have to be a similar project meaning Annual report project or can be any projects?</p>	<p>EF3A is the Summary of Completed Projects for the Past Three (3) Years (All completed government and private contracts). This should include all creative projects which are similar in nature to the requirement (i.e. annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.). <u>regardless of the ABC.</u></p> <p>On the other hand, EF9 is the Statement of Project with at least PhP900,000.00 Contract for the Past Three (3) Years. The Consultant is required to have produced at least one (1) creative project which is</p>

	<p>similar in nature to the requirement (i.e. annual report, glossy magazines, coffee table book, brochures, corporate calendars, etc.). <u>The said creative project/ contract should at least be 50% of the ABC of the BCDA 2023 Annual Report (i.e., PhP 900,000.00).</u></p>
<p>4. Since this will be our first time to join a gov't project, for ef2 or ef3a should we state NA because it's asking about government projects? For ef4, this can be any projects from our agency?</p>	<p>Kindly note that contracts sought are both from the public sector and private companies/entities.</p> <p>Please include all similar projects with both private and government sectors (if applicable) within three (3) years.</p>
<p>5. On Tab 4, is it the summary/combination of the completed contracts (EF3A) & ongoing contracts (EF3B)?</p>	<p>Tab 4 indicates the Summary of Projects.</p> <p>Tab 4a - EF3A is the summary of completed projects for the past three (3) years (all completed government and private contracts)</p> <p>while</p> <p>Tab 4b - EF3B is the summary of ongoing projects for the past three (3) years (all ongoing government and private contracts, including contracts awarded but not yet started as well as contracts where work have been completed but not yet accepted).</p>
<p>6. Tab 4.b, the ongoing contract should be included among the Consultant's Reference?</p>	<p>Yes.</p>
<p>7. Tab 4.b Form EF3B: on the column of contract completion, is it referring to our target completion date for the listed project?</p>	<p>Yes. It should state the target completion date based on the contract.</p>

<p>8. Tab 5 for the Consultant's Reference: Are we submitting the whole contract of each completed project? The reason for this clarification is some contracts have a minimum of 60 pages with initial signature.</p>	<p>The Consultant may submit any of the following: Certificate of Completion or Acceptance or Valid proof of final payment issued by the client in case of completed contracts. Notice of Award, Notice to Proceed or signed contracts issued by the client for on-going contracts and for contracts awarded but not yet started.</p> <p>Only contracts that are supported with proofs shall be considered for evaluation.</p>
--	--

II. AMENDED TERMS OF REFERENCE

The Bidders are hereby informed of the amendments to the Terms of Reference for the Procurement of Consulting Services for the Production of the BCDA 2023 Annual Report to be included after the (18) Contract Term

FROM (as advertised)	TO (as revised)				
	<p>(19) Performance Security</p> <p>The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Form of Performance Security</th> <th style="text-align: center;">Amount of Performance Security (Not less than the required percentage of the Total Contract Price)</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td> <td></td> </tr> </tbody> </table>	Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)	a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	
Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)				
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.					

	<p>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument</p>	<p>Goods and Consulting Services – Five percent (5%)</p>
	<p>b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided, however,</i> That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</p> <p>For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instruments.</p>	<p>Infrastructure Projects – Ten (10%)</p>
	<p>c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as</p>	<p>Thirty Percent (30%)</p>

	<table border="1"> <tr> <td data-bbox="703 268 1102 421">authorized to issue such security.</td> <td data-bbox="1102 268 1402 421"></td> </tr> </table>	authorized to issue such security.	
authorized to issue such security.			
	<p>(20) Reservation Clause</p> <p>The HoPE reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in the following situations:</p> <ul style="list-style-type: none"> a) If there is prima facie evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition; b) If the BAC is found to have failed in following the prescribed bidding procedures; or c) For any justifiable and reasonable ground where the award of the contract will not rebound to the benefit of the GoP, as follows: <ul style="list-style-type: none"> (i) if the physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the HoPE; (ii) if the project is no longer necessary as determined by the HoPE; or (iii) if the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity. 		

III. PRESENTATION FOR THE PRE-BID CONFERENCE

The presentation discussed during the Pre-Eligibility Conference held on 27 September 2023 can be accessed using the link below:

Link:

<https://tinyurl.com/BACC016-PreEligConf-ppt>

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

IV. SCHEDULE OF PROCUREMENT ACTIVITIES*

Activities		Time	Date	
1	Advertisement/Posting of Request for Expression of Interest		September 19, 2023	
2	Availability of Bidding Documents		September 19, 2023	November 10, 2023
3	Pre-Eligibility Conference	1:00 PM	September 27, 2023	
4	Deadline for Requests for Clarification	5:00 PM	September 29, 2023	
5	Issuance of Bid Bulletin for Additional Clarifications		October 02, 2023	
6	Deadline for Submission of Eligibility Documents	9:00 AM	October 09, 2023	
7	Opening of Eligibility Documents and Eligibility Check	10:00 AM	October 09, 2023	
8	Eligibility Check and Shortlisting		October 09, 2023	October 16, 2023
9	Notification on the results of Eligibility Check and Shortlisting		October 19, 2023	

* *subject to change*

IV. REMINDERS

a. General Notes/Reminders

1. All data on the forms shall be correct and consistent.
2. All forms shall be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).

3. The CVs of all the nominated key personnel shall be supported with valid licenses/professional registrations, certificates of training attended, diplomas, work experiences, and other supporting documents relative to the credentials of the proposed Professional staff.

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

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

Eligibility Form	Duly signed by the Authorized Representative	Duly Notarized
• EF 1 - Eligibility Documents Submission Form	✓	
• EF 2 - Statement of All On-Going and Completed Government and Private Contracts, Including Contracts Awarded but not Yet Started as Well as Contracts Where Works Have Been Completed but not Yet Accepted for the Past 3 Years	✓	
• EF 3A - Summary of Completed Projects for the Past 3 Years (All completed government and private contracts)	✓	
• EF 3B - Summary of Ongoing Projects for the Past 3 Years (All ongoing government and private contracts,	✓	

including contracts awarded but not yet started as well as contracts where works have been completed but not yet accepted)		
• EF 4 - Consultant's References: Relevant Services Carried Out for the Past 3 Years That Best Illustrate Qualifications	✓	
• EF 5 - Summary of Curriculum Vitae (CV)	✓	
• EF6A to 6H - Format of CV for Proposed Professional Staff	✓ (should also be duly signed by the nominated Key Personnel)	
• EF 7 - Statement of Consultant Specifying its Nationality and Confirming that those who will Actually Perform the Services are Registered Professionals	✓	
• EF 8 - Format of CV of the Firm/Entity	✓	
• EF 9 - Statement of Project With at Least 50% of the ABC Contract For The Past 3 Years	✓	
• EF 10 - Certificate of Availability of Key Personnel	✓	
• Secretary's Certificate Format (where applicable)	✓	✓
• Special Power of Attorney Format (where applicable)	✓	✓
• Partnership Resolution Certificate Format (where applicable)	✓	✓

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the duly authorized representative of the prospective bidder.

- b. **Deadline for Submission of Eligibility Documents.** The Eligibility Documents must be duly received by the BAC-C Secretariat through manual/physical submission at the BCDA Central Receiving and Releasing Area (CRRRA), BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, **on or before 9:00 AM of 09 October 2023, Monday**. Late submission of Eligibility Documents shall not be accepted. The prospective bidders may submit their Eligibility Documents before the deadline for submission of bids to avoid late submission. The editable eligibility forms is provided for guidance, and may be downloaded using the link below:

Link to editable Eligibility Forms:

<https://tinyurl.com/BACC016-Eligibility-Forms>

Please be reminded that the reference time that will be followed shall be the computer system clock at the **BCDA-CRRRA**, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City. All bidders are advised to synchronize their timepieces therewith.

- c. **Opening of Eligibility Documents and Eligibility Check.** Opening of Eligibility Documents and Eligibility Check shall be on **09 October 2023, 10:00 AM** at the BCDA Office, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, and/or through:

Zoom link:

<https://tinyurl.com/OpEligDocAnnual>

For Online Participants:

1. Online participants will be requested to register to be admitted to the call.
2. The online platform will be opened 15 minutes prior to official start at 10:00 A.M. and participants are required to log in no later than five minutes prior to the said official start time.
3. The BAC-C Secretariat is the host of the meeting. We may mute/unmute audio inputs of any or all participants. Mute your mic whenever you're not speaking.
4. All participants shall use the following name format for easy identification:
<Company Acronym>_<Full Name of participant>
5. The camera should be turned off by default to preserve your Internet connection bandwidth and assure better audio. However, during the roll call, kindly turn on your camera, state the complete name of your company and your full name, so

that you can be properly identified and acknowledged. The camera should again be turned off after the roll call.

6. Please refrain from asking questions during the presentation but rather type these in the chat box provided. The Secretariat shall then read each of the questions during the Q&A portion, and these will be answered by the BAC-C one by one.
7. If a prospective bidder needs to further clarify or ask follow-up questions, he/she can do so by raising his/her hand. Please wait to be acknowledged before speaking. Only one (1) participant shall speak at a time.

For In-Person Participants:

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

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

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

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

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

Issued this 2nd day of October 2023.


VIRGIL M. ALVAREZ
Chairperson
Bids and Awards Committee for Consulting Services

BACC2023-0255

*Bid Bulletin No. 1 Procurement of Consulting Services for the Production of the BCDA 2023 Annual Report
October 2023/ Version 1*

Page 11 of 11