

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. 02

This Bid Bulletin clarifies queries/questions as of the Pre-Bid Conference held on 26 October 2023 pertaining to the above-cited Consulting Services.

I. AMENDED TERMS OF REFERENCE AND BIDDING FORMS

The Bidders are hereby informed of the amendments to the Terms of Reference, and the Bidding Forms for the Procurement of Consulting Services for the Production of the BCDA 2023 Annual Report.

FROM (as published/advertised)			TO (as revised)		
TERMS OF REFERENCE					
DETERMINATION OF THE HIGHEST RATED BID (HRB)			DETERMINATION OF THE HIGHEST RATED BID (HRB)		
The Consultants will be evaluated accordingly based on the following criteria:			The Consultants will be evaluated accordingly based on the following criteria:		
Criteria	Score	Required Minimum Score	CRITERIA	SCORE	REQUIRED MINIMUM SCORE
Applicable experience of the Consultant	10%	7%	Applicable Experience of the Consultant	20%	14%
Similar projects completed	10%	7%	Qualification of personnel to be assigned to the project	20%	14%
Qualification of personnel to be assigned to the project	20%	14%	Plan of Approach and Project	60%	42%

<table border="1"> <tr> <td colspan="2">Plan of Approach and Project Methodology:</td> <td rowspan="4">60%</td> <td rowspan="4">42%</td> </tr> <tr> <td>Creative Concept Design</td> <td>20%</td> </tr> <tr> <td>Copywriting</td> <td>20%</td> </tr> <tr> <td>Photography</td> <td>20%</td> </tr> <tr> <td colspan="2">TOTAL SCORE</td> <td>100%</td> <td>70%</td> </tr> </table>	Plan of Approach and Project Methodology:		60%	42%	Creative Concept Design	20%	Copywriting	20%	Photography	20%	TOTAL SCORE		100%	70%		<table border="1"> <tr> <td>Methodology</td> <td></td> <td></td> </tr> <tr> <td>TOTAL SCORE</td> <td>100%</td> <td>70%</td> </tr> </table>	Methodology			TOTAL SCORE	100%	70%	
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<p>4. COMPONENTS OF TECHNICAL PROPOSAL</p> <p>Once shortlisted, the Consultant shall prepare the following as part of their Technical Proposal:</p> <p>4.1 Two (2) proposed concepts and themes for the BCDA 2023 Annual Report;</p>	<p>4. COMPONENTS OF TECHNICAL PROPOSAL</p> <p>Once shortlisted, the Consultant shall prepare the following as part of their Technical Proposal:</p> <p>4.1 Two (2) proposed concepts and themes for the BCDA 2023 Annual Report;</p> <p>Include a design concept based on the theme “One Clark.” The second proposed theme is up to the prospective bidder.</p> <p>The technical proposal should include the following for <i>each</i> concept design or theme:</p> <ul style="list-style-type: none"> • One sample spread on the New Clark City section; • One sample spread on the Metro Manila camps section; • One sample breaker; • Design treatment (layout design) of the financial report; and 																						

<p>4.2 Two (2) copywriting samples on the overall concept design (theme and rationale);</p> <p>4.3 Two (2) copywriting samples of published works of the managing editor/senior writer;</p> <p>4.4 Electronic file of the Corporate Profile;</p> <p>4.5 Electronic file of the presentation; and</p> <p>4.6 Portfolio of the Photographer and list of equipment.</p>	<ul style="list-style-type: none"> • Sample graphic design/infographic on the Luzon Bypass Infrastructure Project. <p>Kindly refer to the resources which can be found at the BCDA website https://bcda.gov.ph/downloads.</p> <p>4.2 Two (2) copywriting samples on the overall concept design (theme and rationale);</p> <p>4.3 Two (2) copywriting samples of published works of the managing editor/senior writer;</p> <p>4.4 Electronic file of the Corporate Profile;</p> <p>4.5 Electronic file of the presentation; and</p> <p>4.6 Portfolio of the Photographer and list of equipment.</p>
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BIDDING FORMS

<p>TPF 4. Description of the Methodology and Work Plan for Performing the Project</p> <hr/> <p><i>PROCUREMENT OF CONSULTING SERVICES FOR THE PRODUCTION OF THE BCDA 2023 ANNUAL REPORT</i></p> <p>I. Background (Understanding of the Requirements of the Project)</p> <p>II. Objectives</p> <p>III. Detailed Scope of Work</p> <p>a. Concept, theme development, creative direction and layout design for the BCDA 2023 Annual Report</p>	<p>TPF 4. Description of the Methodology and Work Plan for Performing the Project</p> <hr/> <p><i>PROCUREMENT OF CONSULTING SERVICES FOR THE PRODUCTION OF THE BCDA 2023 ANNUAL REPORT</i></p> <p>I. Background (Understanding of the Requirements of the Project)</p> <p>II. Objectives</p> <p>III. Detailed Scope of Work</p> <p>a. Concept, theme development, creative direction and layout design for the BCDA 2023 Annual Report</p> <p>i. For the presentation of technical</p>
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<p>b. Editorial services (editorial management, research, copywriting, copyediting, and proofreading;</p> <p>c. Photography services</p> <p>d. Color proofing and printing services</p>	<p>proposal, the bidder shall prepare the following:</p> <p>Concept/Theme</p> <ul style="list-style-type: none">• Two concepts/themes (One theme on “One Clark” and a theme to be identified by the Bidder) <p>Layout Design</p> <ul style="list-style-type: none">• One sample spread on New Clark City• One sample spread on the Metro Manila camps section• One sample breaker• Design treatment (layout design) of the financial report; and• Sample graphic design/infographic on the Luzon Bypass Infrastructure Project <p><i>Note: You may refer to the published annual reports which can be found via the BCDA website:</i> https://bcda.gov.ph/downloads</p> <p>b. Editorial services (editorial management, research, copywriting, copyediting, and proofreading</p> <ul style="list-style-type: none">i. Two (2) copywriting samples on the overall concept design (theme and rationale)ii. Two (2) copywriting samples of published works of the managing editor/senior writer <p>c. Photography services</p> <ul style="list-style-type: none">i. Portfolio of the Photographer and list of equipment <p>d. Color proofing and printing</p>
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<p>IV. Project Organization</p> <ol style="list-style-type: none"> a. Detailed Organizational Chart b. Duties and Responsibilities of the Assigned Team Members <p>V. Work Plan</p> <ol style="list-style-type: none"> a. Work Plan and Submission of Deliverables b. Schedule of Activities <p>VI. General Plan of Approach and Methodology</p> <ol style="list-style-type: none"> a. Project Scope Management b. Project Schedule Management c. Project Cost Management <p>VII. Conclusion</p> <p>[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)] [Title] Date: _____</p>	<p>services</p> <p><i>Note: Added items were the following:</i></p> <ul style="list-style-type: none"> o "i." under the letter "a. Concept, theme development, creative direction and layout design" of the Detailed Scope of Work o "i." and "ii." under the letter "b. Editorial services" of the Detailed Scope of Work o "i." under the letter "c. Photography services" of the Detailed Scope of Work <p>IV. Project Organization</p> <ol style="list-style-type: none"> a. Detailed Organizational Chart b. Duties and Responsibilities of the Assigned Team Members <p>V. Work Plan</p> <ol style="list-style-type: none"> a. Work Plan and Submission of Deliverables b. Schedule of Activities <p>VI. General Plan of Approach and Methodology</p> <ol style="list-style-type: none"> a. Project Scope Management b. Project Schedule Management c. Project Cost Management <p>VII. Conclusion</p> <p>[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)] [Title] Date: _____</p>
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II. QUERIES/QUESTIONS BY THE BIDDERS

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

Queries/Questions	Clarifications/Responses
<p>1. Under photography, we just wanted some clarifications because it says here that there is a “total of three (3) shooting days.” But upon reading, you mentioned also that there will be “two (2) photography set-ups,” and I think there is another ‘three (3) set-ups for the Board.’ So what is the difference of the “set-ups” with the three (3) “shooting days”?</p>	<p>On the shooting days: there is a total of three (3) shooting days (three set-ups) for the photoshoot:</p> <ul style="list-style-type: none"> ● One (1) set-up for the BCDA Board of Directors and Top Management ● Two (2) set-ups based on the approved theme and concept, as identified by the editorial team and the Consultant, in any of these locations: <ul style="list-style-type: none"> ○ New Clark City ○ Clark Freeport and Special Economic Zone ○ Clark International Airport ○ Developments in Fort Bonifacio ○ Developments in Villamor Air Base ○ John Hay Special Economic Zone ○ Poro Point Freeport Zone

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<p>2. On the required “drone with licensed operator,” our photographer mentioned that according to CAAP [Civil Aviation Authority of the Philippines], there is a three-step process. We can produce a document that he really is in process already, but he is currently not certified...It will require a lot of days in order for him to be a certified drone operator. I don’t know how we can solve this.</p>	<p>The TOR states:</p> <p><i>“The consultant shall be able to provide all the necessary photography equipment including camera, lenses, drone with licensed operator, lighting, backdrop, and other equipment as needed.”</i></p> <p>In the event that the determined photography location is a fly zone, the winning bidder should be ready and be able to conduct the shoot. It is not necessary that the photographer is the licensed drone operator for as long as one is provided/engaged by the winning bidder.</p>
<p>3. Under the deliverables, item 3.2., there is a “first version of the digital publication [finalized by] the first week of June [2024], and then, there is another one by September 1, [2024]. What is the difference of that “digital publication,” because as you mentioned here, the Annual Report will be done through offset printing? Are we going to produce a digital version aside from the one offset?</p>	<p>Yes. Digital versions—represents electronic copies of the final annual report, aside from the offset (offset printing) version, shall be submitted to the BCDA as part of the winning bidder’s deliverables under Sections 3.2 and 3.3 of the Terms of Reference, thus:</p> <p><i>3.2. First version of the digital publication finalized by first week of June 2024;</i></p> <p><i>3.3. Second version of the digital publication with audited financial report finalized by September 1, 2024;</i></p>
<p>4. Will we be able to receive the editable file [of the forms]?</p>	<p>Yes. The editable Technical and Financial Proposal forms will be sent to the Bidders and uploaded in the BCDA website.</p>

<p>5. Regarding the theme, are we providing that?</p>	<p>Yes. Per approved Terms of Reference of the Consulting Services for the Production of the BCDA 2023 Annual Report, the Consultant shall include in their Technical Proposal two (2) proposed concepts and themes for the BCDA 2023 Annual Report.</p> <p>The Technical Proposal should include a concept for the theme “One Clark,” and for the second theme, the bidder has to come up with their own proposed concept/theme.</p>
<p>6. Regarding the theme that we have to submit—you’re asking for two concepts. Did you want to see certain pages of the annual report? Is that going to be specified by you so that you can better understand the theme, or do you want to just have a theme, and then, of course, we will provide the rationale and then justification?</p> <p>Are there pages that will be required so that the theme can be better understood?</p>	<p>As a guide, the technical proposal should include a design concept based on the theme “One Clark.” The second proposed concept/theme is up to the bidder.</p> <p>The technical proposal should include the following for <i>each</i> concept design or theme:</p> <ol style="list-style-type: none"> a. One sample spread on the New Clark City section; b. One sample spread on the Metro Manila camps section; c. One sample breaker; d. Design treatment (layout design) of the financial report; and e. Sample graphic design/infographic on the Luzon Bypass Infrastructure Project. <p>Kindly refer to the resources which can be found at the BCDA website https://bcda.gov.ph/downloads.</p>

III. PRESENTATION FOR THE PRE-BID CONFERENCE

The presentation discussed during the Pre-Bid Conference held on 26 October 2023 can be accessed using the link below:

Link:

<https://tinyurl.com/BCDA-2023-Annual-Report>

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	Pre-Bid Conference	10:00 AM	Thursday, October 26, 2023	
2	Deadline for Requests for Clarification	5:00 PM	Tuesday, October 31, 2023	
3	Issuance of Bid Bulletin		Friday, November 3, 2023	
4	Deadline of securing the bidding documents upon payment of corresponding fee	9:00 AM	Friday, November 10, 2023	
5	Deadline for Submission of Technical and Financial Proposals	9:00 AM	Friday, November 10, 2023	
6	Opening and Preliminary Examination of Technical Proposals	10:00 AM	Friday, November 10, 2023	
7	Evaluation of Technical Proposals		Monday, November 13, 2023	Friday November 17, 2023
8	Deliberation of Results of Technical Proposals Evaluation		Friday, November 17, 2023	
9	Notification/Invitation for opening of Financial Proposals		Friday, November 17, 2023	

Activities		Time	Date	
10	Opening of Financial Proposals	10:00 AM	Tuesday, November 21, 2023	
11	Evaluation of Financial Proposals		Tuesday, November 21, 2023	Thursday, November 23, 2023
12	Determination of HRB and Issuance of BAC Resolution recommending HRB	1:00 PM	Friday, November 24, 2023	
13	Approval of HRB/SRB by HoPE		Tuesday, November 28, 2023	
14	Notification of HRB/SRB on Negotiation		Tuesday, November 28, 2023	
15	Negotiation	2:00 PM	Wednesday, November 29, 2023	
16	Conduct of Post-Qualification on HRB		Thursday, November 30, 2023	Monday, December 4, 2023
17	Deliberation of Post-Qualification Results/Issuance of BAC Resolution recommending HRRB/SRRB		Monday, December 4, 2023	
18	Issuance of Notice to Losing Bidders		Monday, December 4, 2023	
19	Approval of HRRB/SRRB by HoPE and Issuance of NOA		Thursday, December 7, 2023	
20	Contract Signing and Posting of Performance Security		not later than December 15, 2023	
21	Issuance of Notice to Proceed		not later than December 15, 2023	

** subject to change*

IV. REMINDERS

- a. **Deadline for Submission of Technical and Financial Proposals.** The Technical and Financial Proposals must be duly received by the BAC-C Secretariat through manual/physical submission at the Bases Conversion and Development Authority (BCDA) located at the 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 10 November 2023, Friday.** Late submission of Technical and Financial Proposals shall not be accepted. The bidder/s may submit their Technical and Financial Proposals before the deadline for the submission of bids to avoid late submission.

The complete set of bidding documents may be acquired by eligible bidder/s on the dates and from the address given above and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Pesos: Five Thousand and 00/100 (Php5,000.00).**

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the BCDA website (www.bcda.gov.ph), provided that the eligible bidder shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

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. The bidder/s is/are advised to synchronize their timepieces therewith.

- b. **Opening of and Preliminary Examination of Technical Proposals.** Opening and Preliminary Examination of Technical Proposals shall be at **10:00 AM on 10 November 2023, Friday** 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/OPPreExamTPAnnual>

Meeting ID: 949 5239 4386

Password: 400813

- c. The **Oral Presentation** of the eligible bidder will immediately follow at **2:00 PM on 10 November 2023, Friday**, at the BCDA Office, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City.

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

Issued this 31st day of October 2023.


MADONNA M. CINCO
Vice Chairperson
Bids and Awards Committee for Consulting Services

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