###### TPF 1. Technical Proposal Submission Form

***PROCUREMENT OF CONSULTING SERVICES FOR THE***

***PRODUCTION OF THE BCDA 2023 ANNUAL REPORT***

**[Date]**

**Bases Conversion and Development Authority**

2/F Bonifacio Technology Center

31st Street corner 2nd Avenue,

Bonifacio Global City*,* Taguig City

Ladies/Gentlemen:

We, the undersigned, offer to provide the **Procurement of Consulting Services for the Production of the BCDA 2023 Annual Report** in accordance with your Bidding Documents dated 19 September 2023 and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

In accordance with **ITB** Clause 21.1, we confirm that the information contained in the eligibility documents submitted earlier together with the Expression of Interest remain correct as of the date of bid submission.

If negotiations are held during the period of bid validity, *i.e.*, before *120 calendar days from the opening of bids,* we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with **GCC** Clause 51, 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 or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

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 2023**

###### TPF 2. Consultant’s References

**Relevant Services Carried Out in the Last Three (3) Years**

**That Best Illustrate Qualifications**

***PROCUREMENT OF CONSULTING SERVICES FOR THE***

***PRODUCTION OF THE BCDA 2023 ANNUAL REPORT***

Using the format below, provide information on each project 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]*

| Project Name: | 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 (Month/Year): | Completion Date (Month/Year): | Approx. Value of Services: |
| 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 *(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.)* provided by Your Firm and Your Staff *(whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)*. Please list down all your staff members involved in each project for which bidder was contracted. |
| **Proof of Undertaking** (Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts and Notice of Award, Notice to Proceed or signed contracts for on-going contracts and for contracts awarded but not yet started.) |

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### TPF 3. Comments and Suggestions of Consultant on the Terms of to be Provided by the Procuring Entity

***PROCUREMENT OF CONSULTING SERVICES FOR THE***

***PRODUCTION OF THE BCDA 2023 ANNUAL REPORT***

On the Terms of Reference:

1.

2.

3.

4.

5.

On the data, services, and facilities to be provided by the Procuring Entity:

1.

2.

3.

4.

5.

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

[Title]

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

###### TPF 4. Description of the Methodology and Work Plan for Performing the Project

***PROCUREMENT OF CONSULTING SERVICES FOR THE***

***PRODUCTION OF THE BCDA 2023 ANNUAL REPORT***

1. Background (Understanding of the Requirements of the Project)
2. Objectives
3. Detailed Scope of Work
	1. Concept, theme development, creative direction and layout design for the BCDA 2023 Annual Report
		1. For the presentation of technical proposal, the bidder shall prepare the following:

**Concept/Theme**

* Two concepts/themes (One theme on “One Clark” and a theme to be identified by the Bidder)

 **Layout Design**

* + - * 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

 *Note: You may refer to the published annual reports which can be found via*

*the BCDA website:* [*https://bcda.gov.ph/downloads*](https://bcda.gov.ph/downloads)

* 1. Editorial services (editorial management, research, copywriting, copyediting, and proofreading
		1. Two (2) copywriting samples on the overall concept design (theme and rationale)
		2. Two (2) copywriting samples of published works of the managing editor/senior writer

c. Photography services

 i. Portfolio of the Photographer and list of equipment

d. Color proofing and printing services

*Note: Added items were the following:*

* + *“i.” under the letter* ***“a. Concept, theme development, creative direction and layout design”*** *of the Detailed Scope of Work*
	+ *“i.” and “ii.” under the letter* ***“b. Editorial services”*** *of the Detailed Scope of Work*
	+ *“i.” under the letter* ***“c. Photography services”*** *of the Detailed Scope of Work*

*Please note that these additional items are also included in the Bid*

 *Bulletin to be issued on October 27, 2023.*

1. Project Organization
	1. Detailed Organizational Chart
	2. Duties and Responsibilities of the Assigned Team Members

1. Work Plan
	1. Work Plan and Submission of Deliverables
	2. Schedule of Activities
2. General Plan of Approach and Methodology
3. Project Scope Management
4. Project Schedule Management
5. Project Cost Management
6. Conclusion

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

[Title]

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

###### TPF 5. Team Composition and Task

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

| **1. Technical/Managerial Staff** |
| --- |
| **Name** | **Position** | **Task** |
|  | Account Manager |  |
|  | Creative Director |  |
|  | Managing Editor/Senior Writer |  |
|  | Photographer |  |

2. Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, and relationship to the Procuring Entity, the Funding Source and other parties or stakeholders, if any, involved in the project.

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

[Title]

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

 **TPF 6A. Format of Curriculum Vitae (CV) for Proposed Professional Staff**

***PROCUREMENT OF CONSULTING SERVICES FOR THE***

***PRODUCTION OF THE BCDA 2023 ANNUAL REPORT***

Proposed Position: Account Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm/Entity/JV/Consortium:

Name of Staff:

Profession:

Date of Birth:

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

Nationality:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*****(Such as participant, speaker or trainer)*** |
| --- | --- | --- | --- | --- | --- |
| **From**(MM/DD/YYYY) | **To**(MM/DD/YYYY) |
| **Trainings relevant to the nominated position** |
| (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/YYYY) | **License/Professional/****Membership Number** | **Validity Date**(MM/DD/YYYY) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

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

**Projects Undertaken/Completed**

[*Provide outline of projects undertaken using the matrix below*]

| **Title/ Description** | **Type of Project/Contract***(creative project, e.g., annual report, glossy magazines, coffee table books, brochures, corporate calendars, etc.)* | **Client** | **Position and****Description of the****Nature of****Work/ Engagement****in the project***(whether full-time, part-time, principal/key team member, consultant, subcontractor, support staff, etc.)* | **Start Date** (MM/DD/YYYY) | **Completion Date**(MM/DD/YYYY) |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other types of project/contract** (please specify) |
| (latest/most recent) |  |  |  |  |  |
|  |  |  |  |  |  |
| (previous) |  |  |  |  |  |

\* Rank from previous to latest/most recent project

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

**On-Going Projects**

[*Provide outline of on-going projects using the matrix below*]

| **Title/Description** | **Client** | **Project Contract Amount** | **Position** | **Start Date**(MM/DD/YYYY) | **End Date**(MM/DD/YYYY) |
| --- | --- | --- | --- | --- | --- |
| (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 three (3) 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 (whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)** | **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 proposed professional staff] Day/Month/Year**

 Date:

**[Signature over printed name of authorized representative of the firm/ Day/Month/Year**

**entity/Joint Venture/Consortium in case of JV/Consortium)]**

**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 2023**

 **TPF 6B. Format of Curriculum Vitae (CV) for Proposed Professional Staff**

***PROCUREMENT OF CONSULTING SERVICES FOR THE***

***PRODUCTION OF THE BCDA 2023 ANNUAL REPORT***

Proposed Position: Creative Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm/Entity/JV/Consortium:

Name of Staff:

Profession:

Date of Birth:

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

Nationality:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 professional staff, using the matrix below*]

| **Title/Description** | **Conducted by** | **Inclusive Dates\*** | **No. of Hour/s** | **Venue** | **Involvement*****(Such as participant, speaker or trainer)*** |
| --- | --- | --- | --- | --- | --- |
| **From**(MM/DD/YYYY) | **To**(MM/DD/YYYY) |
| **Trainings relevant to the nominated position** |
| (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/YYYY) | **License/Professional/****Membership Number** | **Validity Date**(MM/DD/YYYY) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

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

**Projects Undertaken/Completed**

[*Provide outline of projects undertaken using the matrix below*]

| **Title/ Description** | **Type of Project/Contract***(creative project, e.g., annual report, glossy magazines, coffee table books, brochures, corporate calendars, etc.)* | **Client** | **Position and****Description of the****Nature of****Work/ Engagement****in the project***(whether full-time, part-time, principal/key team member, consultant, subcontractor, support staff, etc.)* | **Start Date** (MM/DD/YYYY) | **Completion Date**(MM/DD/YYYY) |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other types of project/contract** (please specify) |
| (latest/most recent) |  |  |  |  |  |
|  |  |  |  |  |  |
| (previous) |  |  |  |  |  |

\* Rank from previous to latest/most recent project

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

**On-Going Projects**

[*Provide outline of on-going projects using the matrix below*]

| **Title/Description** | **Client** | **Project Contract Amount** | **Position** | **Start Date**(MM/DD/YYYY) | **End Date**(MM/DD/YYYY) |
| --- | --- | --- | --- | --- | --- |
| (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 three (3) 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 (whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)** | **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 proposed professional staff] Day/Month/Year**

 Date:

**[Signature over printed name of authorized representative of the firm/ Day/Month/Year**

**entity/Joint Venture/Consortium in case of JV/Consortium)]**

**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 2023**

 **TPF 6C. Format of Curriculum Vitae (CV) for Proposed Professional Staff**

***PROCUREMENT OF CONSULTING SERVICES FOR THE***

***PRODUCTION OF THE BCDA 2023 ANNUAL REPORT***

Proposed Position: Managing Editor/Senior Writer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm/Entity/JV/Consortium:

Name of Staff:

Profession:

Date of Birth:

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

Nationality:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 professional staff, using the matrix below*]

| **Title/Description** | **Conducted by** | **Inclusive Dates\*** | **No. of Hour/s** | **Venue** | **Involvement*****(Such as participant, speaker or trainer)*** |
| --- | --- | --- | --- | --- | --- |
| **From**(MM/DD/YYYY) | **To**(MM/DD/YYYY) |
| **Trainings relevant to the nominated position** |
| (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/YYYY) | **License/Professional/****Membership Number** | **Validity Date**(MM/DD/YYYY) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

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

**Projects Undertaken/Completed**

[*Provide outline of projects undertaken using the matrix below*]

| **Title/ Description** | **Type of Project/Contract***(creative project, e.g., annual report, glossy magazines, coffee table books, brochures, corporate calendars, etc.)* | **Client** | **Position and****Description of the****Nature of****Work/ Engagement****in the project***(whether full-time, part-time, principal/key team member, consultant, subcontractor, support staff, etc.)* | **Start Date** (MM/DD/YYYY) | **Completion Date**(MM/DD/YYYY) |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other types of project/contract** (please specify) |
| (latest/most recent) |  |  |  |  |  |
|  |  |  |  |  |  |
| (previous) |  |  |  |  |  |

\* Rank from previous to latest/most recent project

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

**On-Going Projects**

[*Provide outline of on-going projects using the matrix below*]

| **Title/Description** | **Client** | **Project Contract Amount** | **Position** | **Start Date**(MM/DD/YYYY) | **End Date**(MM/DD/YYYY) |
| --- | --- | --- | --- | --- | --- |
| (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 three (3) 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 (whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)** | **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 proposed professional staff] Day/Month/Year**

 Date:

**[Signature over printed name of authorized representative of the firm/ Day/Month/Year**

**entity/Joint Venture/Consortium in case of JV/Consortium)]**

**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]*

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**TPF 6D. Format of Curriculum Vitae (CV) for Proposed Professional Staff**

***PROCUREMENT OF CONSULTING SERVICES FOR THE***

***PRODUCTION OF THE BCDA 2023 ANNUAL REPORT***

Proposed Position: Photographer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm/Entity/JV/Consortium:

Name of Staff:

Profession:

Date of Birth:

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

Nationality:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 professional staff, using the matrix below*]

| **Title/Description** | **Conducted by** | **Inclusive Dates\*** | **No. of Hour/s** | **Venue** | **Involvement*****(Such as participant, speaker or trainer)*** |
| --- | --- | --- | --- | --- | --- |
| **From**(MM/DD/YYYY) | **To**(MM/DD/YYYY) |
| **Trainings relevant to the nominated position** |
| (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/YYYY) | **License/Professional/****Membership Number** | **Validity Date**(MM/DD/YYYY) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

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

**Projects Undertaken/Completed**

[*Provide outline of projects undertaken using the matrix below*]

| **Title/ Description** | **Type of Project/Contract***(creative project, e.g., annual report, glossy magazines, coffee table books, brochures, corporate calendars, etc.)* | **Client** | **Position and****Description of the****Nature of****Work/ Engagement****in the project***(whether full-time, part-time, principal/key team member, consultant, subcontractor, support staff, etc.)* | **Start Date** (MM/DD/YYYY) | **Completion Date**(MM/DD/YYYY) |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other types of project/contract** (please specify) |
| (latest/most recent) |  |  |  |  |  |
|  |  |  |  |  |  |
| (previous) |  |  |  |  |  |

\* Rank from previous to latest/most recent project

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

**On-Going Projects**

[*Provide outline of on-going projects using the matrix below*]

| **Title/Description** | **Client** | **Project Contract Amount** | **Position** | **Start Date**(MM/DD/YYYY) | **End Date**(MM/DD/YYYY) |
| --- | --- | --- | --- | --- | --- |
| (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 three (3) 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 (whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)** | **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 proposed professional staff] Day/Month/Year**

 Date:

**[Signature over printed name of authorized representative of the firm/ Day/Month/Year**

**entity/Joint Venture/Consortium in case of JV/Consortium)]**

**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]*

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###### TPF 7. Time Schedule for Professional Personnel

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

| **Name** | **Position** | **Reports Due/Activities** | **Man-Months** | **No. of Months** |
| --- | --- | --- | --- | --- |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |  |
| **I. Professional Staff** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | Account Manager |  |  |  |  |  |  |  |  |  |  |  |  |  | **12** |
| 2 | Creative Director |  |  |  |  |  |  |  |  |  |  |  |  |  | **12** |
| 3 | Managing Editor/ Senior Writer |  |  |  |  |  |  |  |  |  |  |  |  |  | **12** |
| 4 | Photographer |  |  |  |  |  |  |  |  |  |  |  |  |  | **12** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Full-time: Part-time:

Reports Due:

Activities Duration:

Location **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Authorized representative of the Firm/JV/Consortium)**

Full Name:

Title:

Address**:**

######

###### TPF 8. Activity (Work) Schedule

| ***PROCUREMENT OF CONSULTING SERVICES FOR THE*** ***PRODUCTION OF THE BCDA 2023 ANNUAL REPORT*****A. Production of Annual Report**  |
| --- |
|  | ***[1st, 2nd, etc. are months from the start of Consulting Services for the project.]*** |
|  | 1st | 2nd | 3rd | 4th |
| Concept and theme development |  |  |  |  |
| Editorial services (research, interviews, copywriting, copy-editing, and proofreading |  |  |  |  |
| Photography services |  |  |  |  |
| Production of layout design |  |  |  |  |
| Color proofing and printing services |  |  |  |  |

| **B. Completion and Submission of Reports** |
| --- |
| Reports | Date |
| 1. Monthly Assessment and Implementation Reports
 |  |
| 1. Final Report
 |  |
|  |  |

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

[Title]

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

##### Financial Proposal Forms

| **Notes for Consultants**The following summarizes the content of the Financial Proposal.**Cover Letter**Use FPF 1. Financial Proposal Submission Form, which is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Consultants have:1. followed the applicable rules and guidelines indicated in this ITB;
2. not taken any action which is or constitutes a corrupt, fraudulent, or coercive practice as defined in the applicable rules and guidelines; and
3. agrees to allow the Procuring Entity and the Funding Source, at their option, to inspect and audit all accounts, documents, and records relating to its Bid and to the performance of the ensuing contract.

**Costs of Consulting Services**Use FPF 2. Summary of Costs; FPF 3. Breakdown of Price per Activity; FPF 4. Breakdown of Remuneration per Activity; and FPF 6. Miscellaneous Expenses. |
| --- |

###### FPF 1. Financial Proposal Submission Form

***PROCUREMENT OF CONSULTING SERVICES FOR THE***

***PRODUCTION OF THE BCDA 2023 ANNUAL REPORT***

**[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 Production of the BCDA 2023 Annual Report** in accordance with your Bidding Documents dated **19 September 2023**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 51, 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. \_\_\_**

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###### FPF 2. Summary of Costs

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

| **Costs** | **Currency(ies)[[1]](#footnote-0)** | **Amount in Philippine Peso** |
| --- | --- | --- |
|   Remuneration MiscellaneousSubtotalLocal TaxesTotal Amount of Financial Proposal |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

[Title]

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

###### FPF 3. Breakdown of Price per Project

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

| Project No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Project Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- | --- |
| Price Component | Currency(ies)[[2]](#footnote-1) | Amount in Philippine Peso |
| RemunerationMiscellaneous Expenses Subtotal |  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

[Title]

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

###### FPF 4. Breakdown of Remuneration per Project

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

| Projec No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- | --- |
| **Names** | **Position** | **Input[[3]](#footnote-2)**  | **Remuneration****Currency(ies) Rate** | **Amount** |
| Regular staffLocal staffConsultantsGrand Total |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

[Title]

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

###### FPF 6. Miscellaneous Expenses

***PROCUREMENT OF CONSULTING SERVICES FOR THE***

***PRODUCTION OF THE BCDA 2023 ANNUAL REPORT***

| Activity No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Activity Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
| **No.**1.2.3.4. | **Description**Communication costs between\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(telephone, telegram, telex)Drafting, reproduction of reportsEquipment: vehicles, computers, etc.SoftwareGrand Total | **Unit** | **Quantity** | **Unit Price** | **Total Amount**\_\_\_\_\_\_\_ |

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

[Title]

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

##### Form of Contract Agreement

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of Procuring Entity]* (hereinafter called the“Entity”) and *[name and address of Consultant]* (hereinafter called the “Consultant”).

WHEREAS, the Entity is desirous that the Consultant execute **Procurement of Consulting Services for the Production of the BCDA 2023 Annual Report**(hereinafter called “the Works”) and the Entity has accepted the bid for *[insert the amount in specified currency in numbers and words]* by the Consultant for the execution and completion of such Consulting Services and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

1. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, to wit:
	1. General and Special Conditions of Contract;
	2. Terms of Reference
	3. Request for Expression of Interest;
	4. Instructions to Bidders;
	5. Bid Data Sheet;
	6. Addenda and/or Supplemental/Bid Bulletins, if any;
	7. Bid forms, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents/ statements submitted (*e.g*., bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
	8. Eligibility requirements, documents and/or statements;
	9. Performance Security;
	10. Notice of Award of Contract and the Bidder’s conforme thereto;
	11. Other contract documents that may be required by existing laws and/or the Entity.
2. In consideration of the payments to be made by the Entity to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Entity to execute and complete the Consulting Services and remedy any defects therein in conformity with the provisions of this Consultant in all respects.
3. The Entity hereby covenants to pay the Consultant in consideration of the execution and completion of the Consulting Services, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

**Binding Signature of Procuring Entity**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Binding Signature of Consultant**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*[Addendum showing the corrections, if any, made during the bid evaluation should be attached with this agreement]*

**Omnibus Sworn Statement (Revised)**

***[shall be submitted with the Bid]***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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];

1. *[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 Production of the BCDA 2023 Annual Report of the Bases Conversion and Development Authority, 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 Production of the BCDA 2023 Annual Report of the Bases Conversion and Development Authority, 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;)];

1. [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.**
2. 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.
3. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
4. *[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;

1. *[Name of Bidder]* complies with existing labor laws and standards; and

1. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
	1. Carefully examining all of the Bidding Documents;
	2. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
	3. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
	4. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *Procurement of Consulting Services for the Production of the BCDA 2023 Annual Report*

1. *[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.
2. **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 2023**

**Bid Securing Declaration Form**

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

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) S.S.

**BID SECURING DECLARATION**

**PROCUREMENT OF CONSULTING SERVICES FOR THE PRODUCTION**

**OF THE BCDA 2023 ANNUAL REPORT**

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:
	* + 1. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
			2. 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
			3. 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]*

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***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 Production of the BCDA 2023 Annual Report*** 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 \_\_\_\_\_\_\_\_\_.

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***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 Production of the BCDA 2023 Annual 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 Name and signature of

 of Owner/Firm/Entity/Partnership Authorized Representative

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

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Series of 2023

**BASES CONVERSION AND DEVELOPMENT AUTHORITY**

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

**CHECKLIST AND TABBING OF TECHNICAL PROPOSAL**

| **Tab** | **Form No.**  | **Description** |
| --- | --- | --- |
| 1 | [TPF 1](#bookmark=id.gjdgxs) | Technical Proposal Submission Form |
| 2 |   | [Bid](#bookmark=id.2zbgiuw) Security |
| 3 | [TPF 2](#bookmark=id.1fob9te) | Consultant’s References |
|
| 4 | [TPF 3](#bookmark=id.2et92p0) | Comments/suggestions of Consultant on the TOR |
| 5 | [TPF 4](#_heading=h.1t3h5sf) | Description of Methodology and Work Plan for Performing the Project |
| 6 | [TPF 5](#_heading=h.2s8eyo1) | Team Composition and Task |
| 7 |  | Curriculum Vitae for each of the following nominated key staff: |
| 7.a | [TPF 6](#bookmark=id.17dp8vu)A | Account Manager |
| 7.b | [TPF 6](#bookmark=id.17dp8vu)B | Creative Director |
| 7.c | [TPF 6](#bookmark=id.17dp8vu)C | Managing Editor/Senior Writer |
| 7.d | [TPF 6](#bookmark=id.17dp8vu)D | Photographer |
| 8 | [TPF 7](#_heading=h.2jxsxqh) | Time Schedule for Professional Personnel |
| 9 | [TPF 8](#_heading=h.1y810tw) | Activity (Work) Schedule |
| 10 |  | Two (2) proposed concepts and themes for the BCDA 2023 Annual Report |
| 11 |  | Two (2) copywriting samples on the overall concept design (theme and rationale) |
| 12 |  | Two (2) copywriting samples of published works of the managing editor/senior writer |
| 13 |  | Electronic file of the Corporate Profile |
| 14 |  | Electronic file of the presentation |
| 15 |  | Portfolio of the Photographer and list of equipment |
| 16 |  | Form of Contract Agreement |
| 17 |  | Omnibus Sworn Statement |
| 18 |  | Bid Securing Declaration Form |
| 19 |  | Secretary’s Certificate |
| 20 |  | Special Power of Attorney |

***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.*

**BASES CONVERSION AND DEVELOPMENT AUTHORITY**

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

**CHECKLIST AND TABBING OF FINANCIAL PROPOSAL**

| **Tab #** | **Form No.** | **Description** |
| --- | --- | --- |
| 1 | [FPF 1](#bookmark=id.23ckvvd) | Financial Proposal Submission Form |
| 2 | [FPF 2](#_heading=h.2grqrue) | Summary of Costs |
| 3 | [FPF 3](#_heading=h.3fwokq0) | Breakdown of Price per Activity |
|
| 4 | [FPF 4](#_heading=h.4f1mdlm) | Breakdown of Remuneration per Activity |
| 5 | [FPF 6](#_heading=h.19c6y18) | Miscellaneous Expenses |

***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*

1. In cases of contracts involving foreign consultants, indicate the exchange rate used. [↑](#footnote-ref-0)
2. In cases of contracts involving foreign consultants, indicate the exchange rate used. [↑](#footnote-ref-1)
3. Staff months, days, or hours as appropriate. [↑](#footnote-ref-2)