

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

**PROCUREMENT OF CONSULTING SERVICES FOR THE PRODUCTION OF THE
BCDA COFFEE TABLE BOOK**

Bid Bulletin No. 01

This Bid Bulletin clarifies queries/questions raised during the Pre-eligibility Conference on 07 April 2026 (Tuesday) and written clarifications received through email pertaining to the above-cited procurement of Consulting Services.

I. QUERIES/QUESTIONS BY THE PROSPECTIVE BIDDERS

a. Queries/Questions during the Pre-eligibility Conference

Queries/Questions	Clarifications/Responses
1. Can the prospective bidder submit a Transcript of Records (TOR) to serve as official proof of a bachelor's degree if the diploma is unavailable?	Yes. The prospective bidders shall submit any of the following documents as official proof of bachelor's degree in the event that the diploma is unavailable: <ul style="list-style-type: none"> • Transcript of Records (TOR) • Certificate of Graduation
2. Is it possible to increase the paper size while maintaining the cost?	Yes, but subject to the approval of the BCDA.
3. Regarding the minimum qualifications for the Consultant, will other types of publications be accepted in lieu of a coffee table book?	The BCDA maintains a strict requirement for coffee table books as specified in the Item 5.4 of the Terms of Reference, to wit: <p><i>"The Consultant must have produced at least three (3) coffee table book projects within the past 10 years, one of which must have a contract price amounting to at least fifty percent (50%) of the Approved Budget for the Contract or PhP3.5 million."</i></p>
4. Is the requirement for Consultant's awards limited strictly to coffee table books?	Yes.

Queries/Questions	Clarifications/Responses
<p>5. Please clarify the classification of acceptable awards. Does the BCDA recognize various levels of distinction, such as honorable mentions, or only top awards?</p>	<p>The Terms of References only require the prospective consultant to submit at least three (3) awards for its coffee table book project/s.</p> <p>The submission of awards shall be evaluated according to the required quantity, regardless of the level of recognition. Please ensure the name and category/variety of each award are clearly indicated.</p>
<p>6. Please specify whether the awards to be submitted by the Consultant are international or local.</p>	<p>The award/s may be local and/or international in nature. For reference, following are the criteria for the awards:</p> <ul style="list-style-type: none"> • Won in a communication award-giving body (<i>regardless of the level of recognition</i>) • Local or international communication awards
<p>7. Regarding the proof of awards, please verify if a photo of the trophy and a close-up image of the plaque are acceptable.</p>	<p>Yes. The prospective bidders shall submit a copy of certification of recognition, photo of the trophy, plaque, or any proof of the award/s received, subject to evaluation.</p>
<p>8. Are you requiring the winning Consultant to make submissions to the three (3) award-giving bodies, namely Anvil, Quill, and Stevies? Will the winning Consultant pay for the entrance?</p>	<p>The winning Consultant shall only handle the packaging of the Coffee Table Book entry to one (1) communication award-giving body. The submission and registration fee shall be handled by the BCDA.</p>
<p>9. Is the winning Consultant responsible for the initial draft only, with BCDA handling the final details?</p>	<p>The winning Consultant is responsible for full development of the Coffee Table Book, while BCDA will participate in brainstorming and approvals.</p> <p>For the packaging of the entry, the BCDA shall be facilitating the final details, such as the result and impact sections.</p>

b. Queries/Questions received via email

Queries/Questions	Clarifications/Responses
1. We kindly seek clarification on the proper procedure for expressing our intent to join the bidding process. Specifically, we would like to confirm whether the Expression of Interest should be submitted via email or through a formal letter.	Expression of interest must be official and submitted either through email or sent via courier.
2. Is the prospective bidder required to submit a photocopy of the original eligibility documents?	No. For this procurement project, the prospective bidder is required to submit only one (1) Original Set of the shortlisting documents.

II. PRESENTATION FOR THE PRE-ELIGIBILITY CONFERENCE

The presentation discussed during the Pre-eligibility Conference held on 14 April 2026 (Tuesday) can be accessed using the link below:

<https://tinyurl.com/Pre-eligC-Pres-CTB>

This 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.

III. SHORTLISTING FORMS

The editable shortlisting forms may be downloaded using the link below:

<https://tinyurl.com/SFs-CTB>

IV. OTHER CLARIFICATIONS

Bidders who are sole proprietors shall include **ALL** copies of its previous Department of Trade and Industry (DTI) Certificates as part of the eligibility documents submission, to establish the length of their industry experience from registration. Please include the DTI certificate alongside the PhilGEPS Certificate

of Registration in Tab No. 2. Failure to establish the minimum required length of industry experience is a ground for disqualification.

This Bid Bulletin shall be considered an integral part of the Bidding Documents. 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 14th day of April 2026.

ENGR. MARK T. TORRES

Chairperson

Bids and Awards Committee for Consulting Services

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