



PHILIPPINE BIDDING DOCUMENTS

Procurement of Consulting Services for the Production of National Tourism Development Plan (NTDP) 2023-2028 IEC Materials – Audio-Visual Presentation (AVP)

Part I

Reference No.: DOT-BAC-REI NO. 2024-005 (2nd Posting)

CHECKLIST OF ELIGIBILITY REQUIREMENTS

THE ELIGIBILITY ENVELOPE SHALL CONTAIN THE FOLLOWING:

1. ELIGIBILITY DOCUMENTS SUBMISSION FORM (**ANNEX A**);

2. CLASS "A" DOCUMENTS:

LEGAL DOCUMENTS

- ☐ Valid PhilGEPS Platinum Certificate of Registration and Membership (all pages) in accordance with Section 8.5.2 of the IRR;

TECHNICAL DOCUMENTS

- ☐ Statement of the prospective bidder of all its ongoing (**ANNEX TD-1**) and completed (**ANNEX TD-2**) government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last five (5) years. In case of completed contract, **please attach Certificate of Satisfactory Completion issued by the clients;**
- ☐ Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions (**ANNEX TD-3**), **including their respective curriculum vitae;**

CLASS 'B' DOCUMENTS:

- ☐ Valid Joint Venture Agreement (JVA) (**ANNEX JVA**), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of RA9184 and its IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance. (**ANNEX JVA**)

Note: *All documents shall be current and updated and any missing document in the above-mentioned Checklist is a ground for outright rejection of the bid. Bidders are required to submit **one (1) original and five (5) xerox copies of the original** of their eligibility documents.*

To facilitate the eligibility check, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents tabbed and labeled accordingly.

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

TO THE BIDS AND AWARDS COMMITTEE

Thru: FERDINAND C. JUMAPAO

*Undersecretary and Chairperson,
Bids and Awards Committee
Philippine Department of Tourism
Makati City, Philippines*

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *(insert date)* for the *Procurement of Consulting Services for the National Tourism Development Plan (NTDP) 2023-2028 IEC Materials – Audio-Visual Presentation (AVP)*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant

Address

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name

Business Address

| Name and Location of Project | Description of the Project | Date of Award of the Contract | Consultant's Role | | Amount of Contract | Contract Duration |
|------------------------------|----------------------------|-------------------------------|-------------------|--|--------------------|-------------------|
| | | | Description | | | |
| <u>Government</u> | | | | | | |
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| <u>Private</u> | | | | | | |
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Submitted by

(Printed Name & Signature of Representative of Bidder)

Designation

Date

List of Completed Government & Private Contracts within the last five (5) years

Business Name
Business Address

| Name and Location of Project | Description of the Project | Date of Award of the Contract | Consultant's Role | | Amount of Contract | Contract Duration |
|------------------------------|----------------------------|-------------------------------|-------------------|--|--------------------|-------------------|
| | | | Description | | | |
| <u>Government</u> | | | | | | |
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| <u>Private</u> | | | | | | |
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| Attachments: | | | | | | |

1. Certificate of satisfactory completion issued by the client or any other proof of completion of contract

Submitted by
(Printed Name & Signature of Representative of Bidder)

Designation
Date

STATEMENT ON CITIZENSHIP & PROFESSIONAL REGISTRATION

Date of Issuance

MA. ESPERANZA CHRISTINA GARCIA-FRASCO

Secretary
Department of Tourism
Makati City

Attention

The Chairperson
Bids and Awards Committee

Dear Sir/Madame:

In compliance with the requirements of the (Name of the Procuring Entity) BAC for the bidding of the (Name of the Project), I hereby certify that:

I am a (Nationality) citizen wishing to participate in the bidding.

I have the technical and financial capabilities to satisfactorily render the required services.

I possess the required professional license issued by the professional Regulation Commission or other appropriate regulatory body (name of other regulatory body).

Very truly yours,

Name of Authorized Representative

Position

Name of the Bidder

ANNEX JVA

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between _____,
of legal age, (civil status), owner/proprietor of _____ and a
resident of _____.

- and -

_____, of legal age, (civil status), owner/proprietor of _____
a resident of _____.

THAT both parties agree to join together their manpower, equipment, and what is
need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of
the here-under stated project to be conducted by the (Name of the Procuring Entity).

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agrees to be jointly and severally liable for the entire assignment.

That both parties agree that _____ and/or _____
shall be the Official Representative of the Joint Venture, and is granted full power and
authority to do, execute and perform any and all acts necessary and/or to represent the Joint
Venture in the bidding as fully and effectively and the Joint Venture may do and if personally
present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated
Projects until terminated by both parties.

Done this _____ day of _____, in the year of our Lord _____.

TERMS OF REFERENCE

I. PROJECT TITLE

THE NATIONAL TOURISM DEVELOPMENT PLAN (NTDP) 2023-2028 INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS - AUDIO-VISUAL PRESENTATION (AVP)

II. OBJECTIVES

To contract a creative production and advertising agency network with 5-year consecutive business producing creative and informative video and AVP that will facilitate the overall development, direction and production of DOT's NTDP 2023-2028 audio-visual presentation.

III. TARGET AUDIENCE

- 1) Government (Office of the President, DOT and attached agencies and other national government agencies/offices)
- 2) Local Government Units
- 3) Local communities and tourism destinations/ sites/ areas
- 4) Private Sectors (All accredited tourism establishments and potential members)
- 5) Developers
- 6) Investors
- 7) Institutions engaged in financing tourism projects
- 8) Academe and tourism education and training centers
- 9) Non-government organizations specializing in tourism and directly involved in tourism projects and the supply of tourism services
- 10) Civil Society Organizations
- 11) Other stakeholders for tourism development

IV. REQUIRED PERSONNEL

1. Overall Creative Direction and Production of AVP
2. Research & Editorials
3. Digital Imaging & Archiving of Camera Ready Artworks (CRA)
4. Client Servicing/Project Management
5. Regular conduct of meetings and consultations with key informants, resource persons, and project and approving officers.

Audio-Visual Presentation

1. Provision of a full production team to include:

| Classification | Designation | Pax | Years of Experience |
|----------------|-------------------------|-----|---------------------------|
| Technical | Director | 1 | Minimum of five (5) years |
| | Tourism Specialist | 1 | Minimum of five (5) years |
| | Technical Writer | 1 | Minimum of five (5) years |
| | Director of Photography | 1 | Minimum of five (5) years |

| | | | |
|---------------|------------------------------------|-----------|---------------------------|
| | Motion Graphic Artist and Designer | 2 | Minimum of five (5) years |
| | Video Editor | 1 | Minimum of five (5) years |
| Non-technical | Creative Writer | 1 | Minimum of five (5) years |
| | Storyboard Artist | 1 | Minimum of five (5) years |
| | Producer | 1 | Minimum of five (5) years |
| | Production Manager | 1 | Minimum of five (5) years |
| | Researcher | 1 | Minimum of two (2) years |
| | Production Assistant | 1 | Minimum of two (2) years |
| | Production Designer | 1 | Minimum of two (2) years |
| | Voice Talent | 1 | Minimum of one (1) year |
| | TOTAL | 15 | |

V. SCOPE OF WORK AND DELIVERABLES

Audio-Visual Presentation

- 1) Development of 8-10 minutes High-Definition (HD) AVP (script to screen), and a trimmed down 3-4 minute AVP.
- 2) Final output must be high-resolution of at least 1080p.
- 3) Video must be professionally post-processed, color-graded and corrected, and inclusive of audio scoring, ready for web broadcast and commercial use.
- 4) Production firm must submit a storyboard for the end-user's approval within ten (10) days upon receipt of Notice to Proceed.
- 5) Provision of a full production team to include: motion graphic artists/designer, production manager and assistant, voice caster, editor, and producer.
- 6) Provision of audio-visual equipment and editing facilities including technical shooting equipment and drones for aerial shots.
- 7) Provision of logistical support to include accommodations, meals, and transportation of production teams and project officers (DOT).
- 8) All concepts and materials formulated and designed in conjunction with this project shall be owned by DOT with full and exclusive rights on the future use thereof.
- 9) All materials produced during the period of engagement shall be amenable to edits at no cost to the DOT.
- 10) 150 USB flash drive copies of the NTDP 2023-2028 AVPs should be delivered upon completion of AVPs.
- 11) All copy of raw files should be turned-over to the DOT-TDPD.

VI. PROJECT DURATION

| Deliverables | Duration in Days | Review and Approval Period |
|---------------------------------|---|--|
| Initial storyboard presentation | Ten (10) days after the receipt of the Notice to Proceed (NTP) | Three (3) days upon receipt of initial storyboard |
| First consultative meeting | Five (5) days upon the approval of the initial storyboard presented | |
| Revised storyboard presentation | Ten (10) days after the first consultative meeting | Five (5) days upon receipt of the revised storyboard |

| | | |
|---------------------------------------|--|--|
| Second consultative meeting | Five (5) days upon approval of the revised storyboard | |
| Final storyboard presentation | Ten (10) days after the second consultative meeting | Five (5) days upon receipt of the final storyboard |
| Third consultative meeting | Five (5) days upon approval of the final storyboard | |
| Submission of initial version of AVP | Fifteen (15) days after the third consultative meeting | Five (5) days upon receipt of the initial version of AVP |
| Fourth consultative meeting | Five (5) days upon review of the initial version of AVP | |
| Submission of revised versions of AVP | Fifteen (15) days after the fourth consultative meeting | Five (5) days upon receipt of revised versions of AVP |
| Final consultative meeting | Five (5) days upon approval of the revised versions of AVP | |
| Submission of final version of AVP | Fifteen (15) days after consultative meeting | |

Note: Days - calendar days including Saturday and Sunday

VII. DATE OF IMPLEMENTATION

This project will be implemented for four (4) months and one (1) week upon receipt of Notice to Proceed (NTP).

VIII. ELIGIBILITY REQUIREMENTS

- A creative production and advertising agency network with 5-year consecutive business in creative video and AVP production. Overall direction and production experience of tourism campaign is an advantage.
- Project Manager/Team Leader worked on any tourism-related production projects is an advantage.
- Team members must provide a certificate or proof of education/training relative to his/her designation to the project.
- Bidder must submit proposal indicating the program design, program delivery, and deliverables must be manifested.
- Submission of 3-5 recent works, to be submitted during the technical proposal.

IX. ESTIMATED BUDGET

Two Million One Hundred Sixty-Three Thousand Pesos Only (**Php2,163,000.00**) inclusive of VAT and other government taxes.

X. PAYMENT PROCEDURE/SCHEDULE OF PAYMENT

| Tranche | Schedule of Payment | Payment Tranches |
|-------------------------|--|---------------------------|
| 1 st Tranche | Upon submission of initial storyboard | 20% of total project cost |
| 2 nd Tranche | Upon approval of final storyboard | 20% of total project cost |
| 3 rd Tranche | Upon approval of submission of revised versions of AVP | 20% of total project cost |
| 4 th Tranche | Upon approval of final output | 40% of total project cost |

CONTACT PERSON:



RAMIL S. BASUEL

OIC-Chief

Tourism Development Planning Division, OTDPRIM

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE NATIONAL TOURISM
DEVELOPMENT PLAN (NTDP) 2023-2028 IEC KIT – AUDIO-VISUAL PRESENTATION
(AVP)**

Eligibility Check and Shortlisting Criteria and Rating (70% passing score)

| | | | |
|--------------|---|-------------|--|
| 1 | APPLICABLE EXPERIENCE/ QUALIFICATION OF THE COMPANY | 60% | |
| 1.1 | Years of Company/Firm (if venture, the bidding creative production and advertising agency with the longest year of establishment will be considered) | 20 | |
| | Five (5) or more years | 20 | |
| | Three to Four point Nine (3-4.9) years | 10 | |
| | Zero to Two point Nine (0-2.9) years | 5 | |
| 1.2 | Number of man-months of actual expert services in the last five (5) years related to Video Production, or in a field of direct relevance to the project | 20 | |
| | Twelve (12) or more man-months | 20 | |
| | Eight to eleven (8-11) man-months | 10 | |
| | Less than eight (8) man-months | 5 | |
| 1.3 | Number of videos or audio-visual presentations produced for any international or national government agency, or local government unit, or private sectors/entities | 20 | |
| | Five (5) or more projects completed | 20 | |
| | Three to four (3-4) projects completed | 10 | |
| | Less than three (3) projects completed | 5 | |
| 2 | QUALIFICATION OF TEAM MEMBERS WHO MAY BE ASSIGNED TO THE JOB | 25% | |
| 2.1 | Work experience of team members in audio-visual presentation's overall production. (Cumulated points) | 15 | |
| | At least two (2) members have more than five (5) years of work experience in overall video production | 10 | |
| | At least two (2) members have more than five (5) years of work experience in creative and content writing for video-production | 5 | |
| 2.2 | Workload of the team member | 10 | |
| | More than two (2) technical team members have been assigned as a full time consultant to handle the project | 10 | |
| | Two (2) technical team members have been assigned as a full time consultant to handle the project | 5 | |
| 3 | CURRENT WORKLOAD RELATIVE TO CAPACITY | 15% | |
| 3.1 | Number of on-going consultancy projects | 15 | |
| | One to fifteen (1-15) ongoing project | 15 | |
| | Sixteen to thirty (16-30) ongoing projects | 10 | |
| | Thirty one to forty five (31-45) ongoing projects | 5 | |
| TOTAL | | 100% | |

Rated by: _____

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Section I. Request for Expression of Interest



**Request for Expression of Interest for the
Procurement of Consulting Services for the Production of
National Tourism Development Plan (NTDP) 2023-2028
IEC Materials – Audio-Visual Presentation (AVP)
DOT-BAC-REI No. 2024-005 (2nd Posting)**

1. The *Department of Tourism (DOT)*, through the *FY 2024 General Appropriations Act (GAA)* intends to apply the sum of *Two Million One Hundred Sixty-Three Thousand Pesos (Php2,163,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *DOT-BAC-REI No. 2024-005 (2nd Posting)*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *DOT* now calls for the submission of eligibility documents for the *Procurement of Consulting Services for the Production of National Tourism Development Plan (NTDP) 2023-2028 IEC Materials – Audio-Visual Presentation (AVP)*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before *April 23, 2024 until 9:00 a.m. only at the Procurement Management Division, 4th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City. Eligibility Check will be on April 23, 2024 to be held at the 4th Floor Conference Room, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City at 10:00 a.m.* Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from *DOT* and inspect the Bidding Documents at the address given below during *8:00 a.m. to 5:00 p.m.*
4. A complete set of Bidding Documents may be acquired by interested bidders on *April 16 to 22, 2024 (8:00 a.m. to 5:00 p.m.) from the address below.*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of *five (5)* prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:
 - *Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (60%);*

- *Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (25%); and*
- *Current workload relative to capacity (15%);*

Passing Rate: 70%

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the *Quality Based Evaluation (QBE)* procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract duration is for four (4) months and one (1) week from the receipt of the Notice to Proceed;
9. The **DOT** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

Mr. GODOFREDO R. MALDONADO, JR.
Head, DOT-SBAC Secretariat
Procurement Management Division, 4th Floor, DOT Bldg.
351 Sen. Gil Puyat Ave., Makati City
Telephone Nos. 459-5200 to 30 loc. 425
Email Address: dot.bac@tourism.gov.ph
Facsimile No.: 459 5200 to 30 Loc. 425
Website Address: www.tourism.gov.ph


USEC. FERDINAND C. JUMAPAO
DOT-BAC Chairperson 



Section II. Eligibility Documents

1. Eligibility Criteria

- 1.1. **The following persons/entities shall be allowed to participate in the bidding for Consulting Services:**
 - (a) **Duly licensed Filipino citizens/sole proprietorships;**
 - (b) **Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;**
 - (c) **Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;**
 - (d) **Cooperatives duly organized under the laws of the Philippines; or**
 - (e) **Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.**
- 1.2. **When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the EDS.**
- 1.3. **If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the EDS.**
- 1.4. **Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.**

2. Eligibility Requirements

- 2.1. **The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:**
 - (a) **Class “A” Documents –**

Legal Documents

- (i) **PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;**

Technical Documents

- (ii) **Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the EDS. The statement shall include, for each contract, the following:**
 - (ii.1) **the name and location of the contract;**
 - (ii.2) **date of award of the contract;**
 - (ii.3) **type and brief description of consulting services;**
 - (ii.4) **consultant's role (whether main consultant, subconsultant, or partner in a JV)**
 - (ii.5) **amount of contract;**
 - (ii.6) **contract duration; and**
 - (ii.7) **certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;**
- (iii) **Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.**

- (b) **Class "B" Document –**

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. **The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents**

submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ____ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address of the prospective bidder in capital letters;
- (c) be addressed to the Procuring Entity's BAC specified in the EDS;
- (d) bear the specific identification of this Project indicated in the EDS; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

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

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the

Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the EDS. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered

“failed” for the particular eligibility requirement concerned. If a prospective bidder is rated “passed” for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “eligible.” If a prospective bidder is rated “failed” in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “ineligible.” In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the EDS shall be considered for short listing.**
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the EDS.**
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.**

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

| Eligibility Documents | |
|-----------------------|--|
| 1.2 | Procurement of Consulting Services for the Production of National Tourism Development Plan (NTDP) 2023-2028 IEC Materials –Audio-Visual Presentation (AVP) |
| 1.3 | No further instructions. |
| 2.1(a)(ii) | The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>five (5) years</i> prior to the deadline for the submission and receipt of eligibility documents. |
| 2.1(a)(ii.7) | Certificate of Satisfactory Service or any other proof of completion of contract |
| 4.2 | Each prospective bidder shall submit <i>one (1) original and three (3) photo copies</i> of its eligibility documents. |
| 4.3(e) | <i>USEC. FERDINAND C. JUMAPAO, DOT-BAC Chairperson c/o Mr. Godofredo R. Maldonado, Jr., DOT-BAC Head, Secretariat Procurement Management Division, 4th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City</i> |
| 4.3(f) | <i>Ref. No.: DOT-BAC-REI No. 2024-005 (2nd Posting)</i> |
| 5 | <p>The address for submission of eligibility documents is at the <i>Procurement Management Division, 4th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City</i></p> <p>The deadline for submission of eligibility documents is <i>on or before 9:00 A.M. only of April 23, 2024</i></p> |
| 8.1 | <p>The place of opening of eligibility documents is at the <i>4th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City</i></p> <p>The Opening of Eligibility Documents will be on <u>April 23, 2024 at 10:00 am.</u></p> |
| 9.1 | Similar contracts shall refer to the same nature as the project to be bid. |
| 9.2 | <p>(a) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (60%);</p> <p>(b) Qualification of personnel who may be assigned to the job vis-à-</p> |

vis extent and complexity of the undertaking (25%); and

(c) Current workload relative to capacity (15%);

Passing Score: 70%

Please find below the **Eligibility Check and Shortlisting Criteria and Rating:**

| | | |
|------------|---|------------|
| 1. | APPLICABLE EXPERIENCE/QUALIFICATION OF THE COMPANY | 60% |
| 1.1 | <i>Years of Company/Firm (if venture, the bidding creative production and advertising agency with the longest year of establishment will be considered)</i> | 20% |
| | Five (5) or more years | 20 |
| | Three to Four point Nine (3-4.9) years | 10 |
| | Zero to Two point Nine (0-2.9) years | 5 |
| 1.2 | <i>Number of man-months of actual expert services in the last five (5) years related to Video Production, or in a field of direct relevance to the project</i> | 20% |
| | Twelve (12) or more man-months | 20 |
| | Eight to eleven (8-11) man-months | 10 |
| | Less than eight (8) man-months | 5 |
| 1.3 | <i>Number of videos or audio-visual presentations produced for any international or national government agency, or local government unit, or private sector/entities</i> | 20% |
| | Five (5) or more projects completed | 20 |
| | Three to four (3-4) projects completed | 10 |
| | Less than three (3) projects completed | 5 |

| | | | |
|--|------------|--|-------------|
| | 2. | QUALIFICATION OF TEAM MEMBERS WHO MAY BE ASSIGNED TO THE JOB | 25% |
| | 2.1 | <i>Work experience of team members in audio-visual presentation's overall production. (Cumulated points)</i> | 15% |
| | | At least two (2) members have more than five (5) years of work experience in overall video production | 10 |
| | | At least two (2) members have more than five (5) years of work experience in creative and content writing for video-production | 5 |
| | 2.2 | <i>Workload of the team member</i> | 10% |
| | | More than two (2) technical team members have been assigned as a full time consultant to handle the project | 10 |
| | | Two (2) technical team members have been assigned as a full time consultant to handle the project | 5 |
| | 3 | CURRENT WORKLOAD RELATIVE TO CAPACITY | 15% |
| | 3.1 | <i>Number of on-going consultancy projects</i> | 15% |
| | | One to fifteen (1-15) ongoing project | 15 |
| | | Sixteen to thirty (16-30) ongoing projects | 10 |
| | | Thirty-one to forty-five (31-45) ongoing projects | 5 |
| | | TOTAL | 100% |

