



DOT-BAC-REI No. 2019-020
REQUEST FOR EXPRESSION OF INTEREST

The Department of Tourism – Bids and Awards Committee (DOT-BAC), invites PhilGEPS registered Consultants to bid for the hereunder project:

Name of Project: **Procurement of Creative Agency for the Great Mall Wide Sale Campaign**

Brief description of the Project: The procurement of creative agency for the promotion and marketing of the "Great Mall Wide Sale".

Approved Budget for the Contract: Ten Million Philippine Pesos (PhP10,000,000.00)

Contract Duration: Two (2) Months

Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the highest rated calculated bid shall be conducted.

The list of minimum requirements is indicated in the Eligibility Form. Eligibility of prospective bidders shall be checked using non-discretionary "pass/fail" criteria. Shortlisting of eligible consultants will be done based on the following criteria:

Criteria	Numerical Weight
I. APPLICABLE EXPERIENCE OF THE CONSULTANT	60%
A. Appropriateness of the agency for the assignment	20%
• Creative Agency or Production Agency	20
• Others	0
B. Extent of network of the agency	10%
• International	10
• Domestic	5
C. Similar Projects Completed in the last 3 years	10%
• Five (5) or more television commercials produced and aired	10
• At least four (4) television commercials produced and aired	5
• No AVPs made	0
D. Years in Existence	10%
• 5 years & above	10
• Below 5 years	0
E. Contract cost of Completed Projects in the last 3 years	10%
• More than one (1) project with contract cost equal or greater than 5M	10
• At least one project with contract cost equal or greater than 5M	5
• Projects cost less than 5M	0
II. QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB	20%
• Required number and positions of personnel is exceeded with minimum years of experience	20
• Required number and positions of personnel is met with minimum years of experience	10
• Required number and positions of personnel is not met	0
III. CURRENT WORKLOAD RELATIVE TO CAPACITY	20%
Number of on-going similar and related projects relative to capacity	20%
• 3 or more projects with contract cost equal or greater than PHP five (5) million	20

• 1-2 projects with contract cost equal or greater than PHP five (5) million	10
• No on-going projects with contract cost equal or greater than PHP 5 Million	0
TOTAL	100%

The Minimum Passing Score is 80%.

Only five (5) eligible consultants shall make up the shortlist. The evaluation procedure to be adopted shall be Quality Based Evaluation (QBE).

All particulars relative to Eligibility Check and Shortlisting, Bid Security, Performance Security, Pre-Bid Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

The schedule of activities is as follows:

Activities	Schedule
1. Issuance and availability of Eligibility Documents/Checklist	4 September 2019 to 11 September 2019 (8:00 a.m. to 5:00 p.m.) 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
2. Submission of Eligibility Check	Deadline on or before 12 September 2019 up to 9:00 a.m. 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
3. Opening of Eligibility Documents for Shortlisted Bidders	12 September 2019 (10:30 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
4. Results of Shortlisting	16 September 2019
5. Issuance of Bid Documents to Shortlisted Eligible bidders	17 September 2019 to 4 October 2019 (8:00 a.m. to 5:00 p.m.) and 7 October 2019 (up to 9:00 a.m. only), 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
6. Pre-Bid Conference with Shortlisted Eligible bidders	24 September 2019 (10:30 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
7. Deadline for request for clarification	Until 27 September 2019
8. Supplemental/Bid Bulletin	30 September 2019
9. Submission of Bids (Technical Proposal & Financial bids)	Deadline on or before 7 October 2019 up to 9:00 a.m only 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
10. Opening of Bids (Technical Proposal)	7 October 2019 (10:30 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City

The Eligibility Documents/Checklist may be obtained free of charge at the DOT-BAC Secretariat c/o Ms. Maria Alma O. Almazan, 4th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City (Tel. Nos. 459-5200 to 30 loc. 425). The same may also be downloaded from free from the PhilGEPS or DOT Websites. Submission and results of eligibility shall be in the same office.

Bid Documents may be obtained by the **Shortlisted Eligible Bidders** at the PDOT-Bac Secretariat c/o Maria Alma O. Almazan at 4th Floor DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City upon payment of non-refundable fee of **TEN THOUSAND PHILIPPINE PESOS (PhP10,000.00)**.

Payment shall be made to the PDOT Cashier, Ground Floor, PDOT Building, No. 351 Sen. Gil Puyat Ave., Makati City.

The PDOT reserves the right to reject any or all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the PDOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the PDOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:


ASEC. ROBERTO P. ALABADO III
DOT-BAC Chairperson

Date of Postings:

Phil-GEPS website: September 4, 2019 to October 7, 2019

DOT website: September 4, 2019 to October 7, 2019

DOT Bulletin Board: September 4, 2019 to October 7, 2019