



REQUEST FOR EXPRESSION OF INTEREST

The Department of Tourism, through its Bids and Awards Committee (BAC) invites consultants to apply for eligibility and shortlisting, and if found shortlisted, to bid for the hereunder project:

- Name of Project:** **Procurement of Consultancy Services for the Development and Production of Information, Education and Communication (IEC) Materials on Philippine Health and Wellness (DOT-BAC-REI No. 2019-022)**
- Brief Description:** Development and Production of Information, Education and Communication (IEC) Materials to create awareness for the Philippines as a wellness, medical and dental destination in the global market
- Approved Budget for the Contract:** One Million Thirty Thousand Philippine Pesos (PhP 1,030,000.00) inclusive of taxes
- Contract Duration:** Thirty (30) days after approval of final layout

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 | | Rate |
|------------|--|------------|
| I. | APPLICABLE EXPERIENCE OF THE COMPANY AND MEMBERS | 50% |
| | A. Number of completed tourism related IEC projects developed or conceptualized | 30% |
| | 1-3 completed tourism-related IEC projects developed or conceptualized (30%) | |
| | Less than 3 completed tourism-related IEC projects developed or conceptualized (15%) | |
| | No completed tourism-related IEC projects developed or conceptualized (0%) | |
| | B. Number of completed tourism-related IEC projects produced/printed | 20% |
| | 1-3 completed tourism-related IEC projects produced/printed (20%) | |
| | No completed tourism-related IEC projects produced / printed (0%) | |
| II. | QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB | 30% |
| | A. Years of Experience in the development and production of tourism-related brochure | |
| | 3 years and above (30%) | |
| | Less than 3 years (15%) | |

| | | |
|-------------|---|-------------|
| | No experience (0%) | |
| III. | CURRENT WORK LOAD RELATIVE TO CAPACITY | 20% |
| | A. Number of on-going related projects | |
| | 0-1 on-going project (20%) | |
| | 2-3 on-going projects (15%) | |
| | More than 3 on-going projects (0%) | |
| | TOTAL | 100% |

The Minimum Passing Score is 75%

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 Statement and Screening, Bid Security, Performance Security, Pre-Bidding 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 | October 2 to 8, 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 Requirements | Deadline until October 9, 2019 up to 9:00 a.m. only 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City |
| 3. Opening of Eligibility Documents/Eligibility Check | October 9, 2019 (10:00 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City |
| 4. Results of Shortlisting | October 15, 2019 |
| 5. Issuance of Bid Documents to Shortlisted Eligible bidders | October 17 to November 5, 2019 (8:00 a.m. to 5:00 p.m.) November 6, 2019 (until 9:00 a.m.) 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City |
| 6. Pre-Bid Conference with Shortlisted Eligible bidders | October 24, 2019 (10:00 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City |
| 7. Deadline for request for clarification | October 25, 2019 (until 5:00 pm) |
| 8. Supplemental/Bid Bulletin | October 30, 2019 |
| 9. Submission of Bids (Technical & Financial bids) | Deadline until November 6, 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 bids) | November 6, 2019 (10:00 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). Submission and results of eligibility shall be in the same office.

Bid documents may be obtained by the **Shortlisted Eligible Bidders** at the DOT-BAC Secretariat c/o Ms. Maria Alma O. Almazan at the 4th Floor DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City upon payment of non-refundable fee of **Five Thousand Philippine Pesos (PhP 5,000.00)**.

Payment shall be made to the DOT-Cashier, Ground Floor, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City.

The DOT 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 DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:


ASENCIO ROBERTO P. ALABADO III
DOT-BAC Chairperson

Date of Postings:

PhilGEPS website: October 2 to 9, 2019

DOT Websites: October 2 to 9, 2019

DOT Bulletin Board: October 2 to 9, 2019