



## 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 the Services of a Creative Agency for the Philippines' Celebration of the Centennial Year of the Philippine Cinema (DOT-BAC-REI No. 2019-017)

**Brief Description:** Services of a Creative Agency to help the Department in developing the marketing and promotional efforts to increase locals and tourists' awareness of the film industry through the Centennial Year Celebration of the Philippine Cinema

**Approved Budget for the Contract:** Fourteen Million Philippine Pesos (PhP 14,000,000.00)

**Contract Duration:** September to December 2019

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
<b>I. APPLICABLE EXPERIENCE OF THE CONSULTANT</b>		<b>60%</b>
<b>A.</b>	<i>Appropriateness of the agency for the assignment</i>	<b>20%</b>
	Full Service Creative Agency	20%
	Production Agency only	15%
	Events Agency only	10%
	Others	5%
<b>B.</b>	<i>Extent of network of the agency</i>	<b>10%</b>
	National	10%
	Regional	5%
<b>C.</b>	<i>Number of Similar Projects Completed in the last 3 years</i>	<b>10%</b>
	At least one nationwide campaign	10%
	At least one regional campaign	5%
	No campaign	0%
<b>D.</b>	<i>Years in Existence</i>	<b>10%</b>
	5 years & above	10%
	Below 5 years	5%
<b>E.</b>	<i>Projects Handled in last in the last 3 years</i>	<b>10%</b>
	At least one project with contract cost equal or greater than PhP 10 Million	10%
	Project with contract cost less than PHP 10 Million	5%
<b>II. QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB</b>		<b>20%</b>
	Meets the minimum required personnel and years of experience	20%

	Meets the minimum required personnel but less than minimum years of experience	10%
	Does not meet the minimum required personnel	0%
<b>III. CURRENT WORKLOAD RELATIVE TO CAPACITY</b>		<b>20%</b>
	No project with contract cost equal or greater than PhP 10 Million	10%
	1-2 projects with contract cost equal or greater than PhP 10 Million	20%
	3 or more projects with contract cost equal or greater than PhP 10 Million	15%
	<b>TOTAL</b>	<b>100%</b>

**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 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:

<b>Activities</b>	<b>Schedule</b>
1. Issuance and availability of Eligibility Documents/Checklist	July 3 to 10, 2019 (8:00 a.m. to 5:00 p.m.) 4 <sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
2. Submission of Eligibility Requirements	Deadline until July 11, 2019 up to 9:00 a.m. only 4 <sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
3. Opening of Eligibility Documents/Eligibility Check	July 11, 2019 (11:00 a.m.) 4 <sup>th</sup> Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
4. Results of Shortlisting	July 17, 2019
5. Issuance of Bid Documents to Shortlisted Eligible bidders	July 18 to August 7, 2019 (8:00 a.m. to 5:00 p.m.) August 8, 2019 (until 9:00 a.m.) 4 <sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
6. Pre-Bid Conference with Shortlisted Eligible bidders	July 26, 2019 (11:00 a.m.) 4 <sup>th</sup> Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
7. Deadline for request for clarification	July 29, 2019
8. Supplemental/Bid Bulletin	August 1, 2019
9. Submission of Bids (Technical & Financial bids)	Deadline until August 8, 2019 up to 9:00 a.m. only 4 <sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
10. Opening of Bids (Technical bids)	August 8, 2019 (11:00 a.m.) 4 <sup>th</sup> 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, 4<sup>th</sup> 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 **Twenty-Five Thousand Philippine Pesos (PhP 25,000.00)**.

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:**



**ASEC. ROBERTO P. ALABADO III**  
DOT-BAC Chairperson

*Date of Postings:*

*PhilGEPS website: July 3 to July 11, 2019*

*DOT Websites: : July 3 to July 11, 2019*

*DOT Bulletin Board: : July 3 to July 11, 2019*