

Request for Expression of Interest for the Procurement of Creative and Communications Support Services for DOT-NCR Marketing, Branding and Public Relations

1. The *Department of Tourism - National Capital Region(DOT-NCR)*, through the *General Appropriations Act 2023* intends to apply the sum of *One Million Six Hundred Thousand Pesos (PhP1,600,00.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *DOT - NCR-REI No. 2023-02-01*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *DOT-NCR* now calls for the submission of eligibility documents for the *Procurement of Creative and Communications Support Services for DOT-NCR Marketing, Branding and Public Relations*. Eligibility documents of interested consultants must be duly received by the *DOT-NCR BAC Secretariat* on or before *02 March 2023 until 9:00 a.m. only at the DOT-NCR General Services Unit, 2nd Floor, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City*. *Eligibility Check will be on March 02, 2023 to be held at the 2nd floor Training Room, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City at 9:30 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- NCR* 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 *February 23 to March 1, 2023 (8:00 a.m. to 3:00 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 (50%);*
 - *Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (30%); and*

- *Current workload relative to capacity (20%);*

Passing Rate: 80%

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 shall be for eight (8) months from the receipt of the Consultant of the Notice to Proceed;
9. The *DOT-NCR* 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. LAWRENCE J. ALCANTARA
Head, DOT- NCR, BAC Secretariat
DOT-NCR General Services Unit, 2nd Floor, DOT Bldg.
351 Sen. Gil Puyat Ave., Makati City
Telephone Nos. 459-5200 to 30 loc. 211
Email Address: dotncr.bac@tourism.gov.ph
Website Address: www.tourism.gov.ph

22 February 2023

(Original signed)
VICTORIA MARGARITA V. PAJE
BAC Chairperson