

# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement of Tourism Destination Marketing Company for Vietnam (Part I)**

**Reference No.: DOT-BAC-REI No. 2023-017**

## 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 Certificate of Registration and Membership [Platinum];

***OR, if the bidder is not yet registered under a PhilGEPS Platinum membership, the bidder may opt to submit the following documents pursuant to GPPB Resolution No. 26-2017:***



Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; and



Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidders is located, or the equivalent document for Exclusive Economic Zones or Areas; and

(In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the official receipt (renewal) shall be accepted, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR of RA9184); and

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.



Valid Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the BIR.



The Consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission

##### 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 (Note: For Annex TD-2 attach Certificate of Satisfactory Completion issued by the Client);



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.*

**NOTE:** *For Foreign Bidders, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by a translation of the documents in English issued 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.*

**ELIGIBILITY DOCUMENTS SUBMISSION FORM**

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[Date]

**TO THE BIDS AND AWARDS COMMITTEE**

***Thru: ATTY. REYNALDO L. CHING***

*Assistant Secretary 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 *(Title of Project)*, *[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

ANNEX TD-1

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			
Government						
Private						

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			
Government						
Private						
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 AND DESCRIPTION:**

Procurement of a Tourism Destination Marketing Company (TDMC) in Vietnam  
The Department of Tourism, Office of Product and Market Development

### **II. BACKGROUND:**

The Tourism Act (R.A. 9593) designates the Department of Tourism (DOT) to be the primary planning, programming, coordinating implementing and regulatory government agency in the development and promotion of tourism industry, both domestic and international market. RA 9593 further vest in the DOT the mandate to provide an integrated market development program to attract people to visit the Philippines and enhance the prestige of the country (*Section 5.e. Powers and Functions of the DOT*). NTDP 2023-2028 recognizes the need for additional overseas offices and Market Representatives provide a cost efficient alternative.

The DOT OPMD has since 2009 obtained the services of a tourism destination marketing company (TDMC) as Market Representatives to complement existing DOT Foreign Offices and to service these other markets identified in the NTDP. Our continued presence in the Vietnamese market for the implementation of overseas projects, warrant the hiring of the services of a market-based coordinator/representative.

Vietnam's economy has proven resilient even during the COVID-19 pandemic and GDP is expected to rebound to 6.7% in 2023. Braced to be the hub and manufacturing base to replace China, Vietnam's economy is poised to join the developed world by 2040. Vietnam has already started selling packaged to Southeast Asia, East Asia, and Europe. We project Vietnam outbound is expected to reach the pre-COVID level by 2024 and improve by 33% in the next two years with contributions coming from the ESL niche product.

ASEAN arrivals contributes to a higher average of per capita/day spending making it equally lucrative to European arrivals and an important short haul destination. ASEAN countries have likewise recognized the value of interregional travel and distinctively prioritized these countries in their marketing strategies. Vietnam has retained a 20% growth rate year on year until 2019. It is the most promising ASEAN opportunity market with a current rank of 12th place in arrivals in 2022. The DOT seeks to engage a TDMC for continuous recovery.

### **III. OBJECTIVES:**

The objectives of hiring the TDMC aims to:

1. Provide assistance to DOT in the development of the market with the end goal of contributing to the recovery of the market to pre-COVID status;
2. Provide assistance in the full implementation of market development projects for Vietnam and enable the evaluation and monitoring of projects within the prescribed period (12 months);
3. Provide assistance in the successful overseas procurement of all necessary services and engagements in the host country vital for the implementation of projects for Vietnam; and
4. Support the DOT mandate to attract foreign visitors seeking the "Filipino Brand" of experience with the end goal of enhancing the prestige of the Philippines in the world and increasing the production of Philippine packages from the time of engagement for the target tourist segments.

### **IV. DURATION:**

The duration of the requirement is for a period of one (1) year.

## **V. ELIGIBILITY REQUIREMENTS:**

1. A duly registered PR or market representative/representation company in Vietnam and must have a physical office in the said country market
2. Must have a minimum of 5 years experience in the travel and tourism industry particularly in destination marketing, PR, or marketing
3. No existing contract representing other ASEAN countries particularly an ASEAN National Tourism Organization (NTO)
4. Must be a member of an international or local tourism association or organization in Vietnam (with proof)
5. Must not be a travel agency or engaged in a similar line of business (with proof)

## **VI. MINIMUM REQUIREMENT FOR MARKET TEAM/SUPPORT**

1. Executive Director/Marketing Director:
  - Bachelor's degree, preferably in Tourism, Business Marketing, Communications, Mathematics, or Economics
  - Citizen or permanent resident or a legal immigrant of Vietnam and must have resided in the said country for a minimum of 5 years' prior his/her hiring
  - Must be able to communicate in English and the major language of Vietnam
  - Must have knowledge on Philippine destinations, having handled projects in the Philippines (with proof) is an advantage
  - Must have work experience with the Vietnam travel trade industry
  - Must have minimum 5 years' experience in marketing tourism accounts (hotels, airlines, theme parks, tourism entertainment products, or related tourism enterprises)
2. Support Team Member:
  - Bachelor's degree/college graduate
  - Citizen or permanent resident or a legal immigrant of Vietnam and must have resided in the said country for a minimum of 3 years prior to his/her hiring
  - Must be able to communicate in English and the major language of Vietnam
  - Must have knowledge on Philippine destinations, having handled projects in the Philippines (with proof) is an advantage
  - Must have minimum 2 years' experience in marketing tourism accounts (hotels, airlines, theme parks, tourism entertainment products, or related tourism enterprises)

## **VII. SCOPE OF WORK**

1. Propose a Market Development Strategy and Action Plan for the Philippines for year 2024 to include: trade development activities, consumer promotion activities, and other activities deemed to improve inbound travel to the country
2. Implement marketing projects for Vietnam and provide corresponding reports for the given period
3. Provide monthly market research and intelligence report that includes competitor analysis and benchmarking
4. Provide updated list of buyers and media contacts and others as may be requested by the DOT Head Office
5. Monitor and evaluate projects implemented with a corresponding prescribed investment return metrics agreed upon with the DOT Head Office
6. Facilitate/implement projects by securing proposals/quotations from and advancing payments to suppliers, to be claimed as reimbursement to the DOT, subject to submission of supporting documents (e.g. official receipts, invoices, price quotations from suppliers, etc.)
7. Maintain and enhance the existing webpage for the market
8. Implement other activities that may be prescribed by the DOT

## **VIII. DELIVERABLES**

1. Development of Market Development Strategy and Action covering one (1) calendar year to include annual market development plan, and financial plan
2. Implementation of travel trade development activities to include but not limited to:
  - a. Philippine tourism seminars such as workshops on new developments and other topics deemed to improve tourism traffic
  - b. Sales calls and presentations to tour operators, travel agents (wholesalers and retailers), corporate accounts and other industry partners to generate tour packages and to increase market knowledge
  - c. Business matching activities with appropriate business platforms (online or physical platforms)
  - d. Travel trade familiarization trip(s) that showcase new and established destinations suited for the Vietnam market
  - e. Joint-promotional activities with tourism entities
3. Development and implementation of specialist programs to enhance travel trade engagement
4. Implementation of consumer promotion and activation to include organizing/ managing and participating in any:
  - a. Consumer fair(s) or other similar exhibitions that would reach out to consumers and travelers
  - b. Consumer activation, online and/or offline activities, like in-store promotions and mall promotions, cross promo activities or joint promo activities with consumer products directly or indirectly related to travel
  - c. Social media activations that will make the Philippines the top of the mind destination and communicate government initiatives related to hygiene protocols for our travelers to include but not limited to Facebook and Webpage
  - d. Media familiarization trip(s) that showcase new and established destinations that could provide the travel experience suited for the Vietnam market
5. Provision of market research and intelligence data/report:
  - a. Report on significant and current data to generate useful information to help in decision making to include up-to-date market data base
  - b. Report on tourism trends including sex-disaggregated data in the market as well as economic trends that may affect travel industry
  - c. Report on competitor news (NTOs) and emerging developments in the destination
  - d. Identify technology enabled marketing tools, if any
  - e. Develop a master list of contacts in the industry
6. Submission of monthly reports.  
Monthly reports (format to be prescribed by the Head Office) to include:
  - a. Targets and accomplishments for activities conducted/engaged during the said month
  - b. Analysis of effectiveness of activities conducted/engaged during the said month with report on returns of investment/returns of objectives
  - c. Updates on border protocols
  - d. Media releases
  - e. Updated contact list of buyers (travel trade, establishments, tourism associations, and others as may be requested by the Head Office)
  - f. Website performance metrics and social media engagements
7. Submission of terminal or accomplishment report for marketing projects
8. Submission of other significant reports that may be prescribed by the DOT

## **IX. BUDGET ALLOCATION**

Budget Allocation: PHP5,410,100.00 for 12 months to cover the professional fees and monthly operational costs

## **X. TERMS OF PAYMENT AND REIMBURSEMENT**

1. Payment of the professional fee and monthly operational cost shall be made on a monthly basis billed to the DOT Head Office subject to submission of the deliverables and end-user satisfactory performance of service rendered certification.
2. Reimbursement of all expenses related to project execution must be within the approved budget and Work and Financial Plan, subject to the approval of the Director of the Office of Product and Market Development prior to execution, and must be in compliance with existing Philippine government procurement, budgetary, accounting, auditing and other pertinent rules and regulations.

## **XI. TIMEFRAME**

The contract timeframe is for a period of twelve (12) months from receipt of the Notice to Proceed (NTP).

## **XII. CONTACT PERSON**

Project Officer	:	Micah Maria Anne P. Sales
		Office of Product and Market Development
Address	:	5/F, The New DOT Building
		351 Sen. Gil Puyat Avenue, Makati City
		Brgy. Bel Air, 1200 Makati City
Contact Number	:	+63 02 8459 5200 local 524 / Viber (+639)17 703 5565
Email Address	:	jcprovido@tourism.gov.ph

Submitted by:

  
**MICAH MARIA ANNE P. SALES**

Tourism Operations Officer I  
Office of Product and Market Development

Noted by:

  
**PAULO BENITO S. TUGBANG, M.D.**

Director  
Office of Product and Market Development

**SHORTLISTING RATING SHEET**  
**TOURISM DESTINATION MARKETING COMPANY - VIETNAM**

#	Eligibility Check and Shortlisting Criteria	%
1	Company background (40%)	
	PR and Marketing Company	15
	Member of an international or local tourism organization	10
	Former Market Rep for an NTO or government tourism organization	10
	Former market representative for a Philippine organization	5
2	Years of existence as a PR or Market Representative/Representation Company (20%)	
	8 years and above	20
	5 to 7 years	15
3	Educational background (20%)	
	Executive Director/ Marketing Director has a bachelor's degree in Tourism, Business Marketing, Communications, Mathematics, or Economics	15
	Executive Director/ Marketing Director has a bachelor's degree in other courses	10
	Support Team Member has a bachelor's degree	5
4	Experience in handling a Philippine account (15%)	
	Marketing Director has handled projects in the Philippines and shown proof	10
	Support team member has handled projects in the Philippines and shown proof	5
5	Current work load related to capacity (5%)	
	No ongoing projects	4
	1-3 projects	5
	4 projects and above	2

**Note:**

1. Accumulated score, points are earned if they have done any or all of the following
2. Passing Rate is 70%

**TECHNICAL PROPOSAL RATING SHEET**  
**TOURISM DESTINATION MARKETING COMPANY - VIETNAM**

#	Criteria and Ranking	%
1	a.) Work experience as Tourism Destination Marketing Company (TDMC) (20%)	
	Above 10 years	20
	5-10 years	15
	b.) Type of activities organized to promote a destination (25%)	
	Participation in travel fairs	5
	Familiarization Tours	5
	Seminars and workshops	5
	Advertising activities (traditional and nontraditional)	5
	Digital consumer activities	5
	c.) Number of tourism accounts handled for the period 2015-2022 (hotels, airlines, theme parks, tourism entertainment products, or related tourism enterprises) (15%)	
	11 accounts and above	15
	6-10 accounts	10
	1-5 accounts	5
2	Quality of Personnel to be Assigned (8%)	
	Executive Director/ Marketing Director has a minimum of five years experience in marketing tourism accounts	4
	Any member of the team has handled the Philippines or any other ASEAN country/city as market representatives or have done PR work for them in the past	4
3	Plan of Approach and Methodology (32%)	
	There is a framework or overall plan to promote the country	8
	There is an assessment included in the framework or overall plan	8
	There are target segments identified and included in the framework or overall plan	8
	There is a proposed market development plan and financial plan submitted	8

**Note:**

1. Accumulated score, points are earned if they have done any or all of the following
2. Passing Rate is 70%

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## ***Section I. Request for Expression of Interest***





**Procurement of Tourism Destination Marketing Company for Vietnam**  
(Reference No.: DOT-BAC-REI NO. 2023-017)

1. The *Department of Tourism (DOT)*, through the *General Appropriations Act 2023* intends to apply the sum of **Five Million Four Hundred Ten Thousand One Hundred Pesos (PhP5,410,100.00)**, inclusive of all applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for **DOT-BAC-REI No. 2023-017**. 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 a **Tourism Destination Marketing Company for Vietnam to act as marketing representative for the period of twelve (12) months**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **05 September 2023 (until 9:00 a.m. only Manila Time) at the Procurement Management Division, 4<sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City**. **Eligibility Check will be on the same day, to be held at the 4<sup>th</sup> Floor, Conference Hall, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City at 10:30 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* 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 **24 August to 04 September 2023 (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:

Criteria	Numerical Weight
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	35%





Current workload relative to capacity	5%
<b>TOTAL:</b>	<b>100%</b>

\*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 open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of R.A 9184.

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 completed within twelve (12) months upon receipt of 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-BAC Secretariat**  
**4<sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City**  
**Telephone Nos. 8459-5200 to 30 Loc. 425**  
**Email Address: [grmaldonado@tourism.gov.ph](mailto:grmaldonado@tourism.gov.ph)**  
**Website Address: [www.tourism.gov.ph](http://www.tourism.gov.ph)**

  
**ASEC. REYNALDO L. CHING**  
**DOT-BAC Chairperson**

August 23, 2023

**LOVE**  
**THE PHILIPPINES**



## ***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, sub consultant, 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, sub-consultants 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***

<b>Eligibility Documents</b>	
1.2	<i>Tourism Destination Marketing Company for Vietnam</i>
1.3	<p>Foreign consultants may be eligible to participate in this Project, subject to the following conditions to be complied within ten (10) days upon receipt of the Notice of Award:</p> <ul style="list-style-type: none"> <li>a) Must be registered with the SEC and/or any agency authorized by the laws of the Philippines;</li> <li>b) When the types and fields of consulting services in which the foreign consultant wishes to engage involve the practice of regulated professions, the foreign consultant must be authorized by the appropriate GoP professional regulatory body specified in Clause 1.2 to engage in the practice of those professions and allied professions: <i>Provided, however</i>, That the limits of such authority shall be strictly observed.</li> </ul>
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <b><i>five (5) years</i></b> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	May also attach Certificate of Services Rendered.
4.2	Each prospective bidder shall submit <b><i>one (1) original and five (5) photocopies</i></b> of its eligibility documents.
4.3(c)	<b><i>ASEC. REYNALDO L. CHING, DOT-BAC Chairperson c/o Ms. Maria Alma O. Almazan, DOT-BAC Secretariat, 4<sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City</i></b>
4.3(d)	<b><i>Ref. No.: DOT-BAC-REI No. 2023-017</i></b>
5	<p>The address for submission of eligibility documents is at the <b><i>Procurement Management Division, 4<sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City</i></b></p> <p>The deadline for submission of eligibility documents is <b><i>on or before 9:00 a.m. only Manila Time of 05 September 2023.</i></b></p>

8.1	<p>The place of opening of eligibility documents is at the <i>4<sup>th</sup> Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City</i></p> <p>The date and time of opening of eligibility documents is <i>05 September 2023 at 10:30 a.m.</i></p> <p><i>The Opening of Eligibility Documents will be conducted through video conference using the MS Team platform on 05 September 2023 at 10:30 a.m.</i></p> <p><i>Prospective bidders who are interested in joining the opening of eligibility documents must send the following details to the BAC Secretariat via e-mail at <u>dot.bac@tourism.gov.ph/</u><u>yccervantes@tourism.gov.ph</u> not later than 5:00 p.m. of 04 September 2023.</i></p> <ul style="list-style-type: none"><li>• <i>Name of Representative(s) - Maximum of two (2)</i></li><li>• <i>Company Name:</i></li><li>• <i>Email Address:</i></li><li>• <i>Contact No.:</i></li></ul>																																									
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9.2	<table><tr><th>#</th><th>Eligibility Check and Shortlisting Criteria</th><th>Numerical Weight</th></tr><tr><td>I</td><td>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</td><td>60%</td></tr><tr><td>1.</td><td><b>Company Background (40%)</b></td><td></td></tr><tr><td></td><td>PR &amp; Marketing Company</td><td>15</td></tr><tr><td></td><td>Member of an international or local tourism organization</td><td>10</td></tr><tr><td></td><td>Former market representative for an NTO or government tourism organization</td><td>10</td></tr><tr><td></td><td>Former market representative for a Philippine organization</td><td>5</td></tr><tr><td>2.</td><td><b>Years of Existence (20%)</b></td><td></td></tr><tr><td></td><td>8 years and above</td><td>20</td></tr><tr><td></td><td>5 to 7 years</td><td>15</td></tr><tr><td>II</td><td>Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking</td><td>35%</td></tr><tr><td>1.</td><td><b>Educational Background (20%)</b></td><td></td></tr><tr><td></td><td>Executive Director/Marketing Director has a bachelor's degree in Tourism, Business Marketing, Communications, Mathematics, or</td><td>15</td></tr></table>	#	Eligibility Check and Shortlisting Criteria	Numerical Weight	I	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%	1.	<b>Company Background (40%)</b>			PR & Marketing Company	15		Member of an international or local tourism organization	10		Former market representative for an NTO or government tourism organization	10		Former market representative for a Philippine organization	5	2.	<b>Years of Existence (20%)</b>			8 years and above	20		5 to 7 years	15	II	Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	35%	1.	<b>Educational Background (20%)</b>			Executive Director/Marketing Director has a bachelor's degree in Tourism, Business Marketing, Communications, Mathematics, or	15		
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	Economics	
	Executive Director/Marketing Director has a bachelor's degree in other courses	10
	Support Team Member has a bachelor's degree	5
2.	<b>Experience in Handling a Philippine Account (15%)</b>	
	Marketing Director has handled projects in the Philippines and shown proof	10
	Support team member has handled projects in the Philippines and shown proof	5
III.	<b>Current Workload Relative to Capacity (5%)</b>	
	No ongoing projects	4
	1-3 projects	5
	Above 4 projects	2
<b>Note: Passing Rate is 70%</b>		
<b>Accumulated score points are earned if they have done any or all of the following</b>		

