



**Procurement of Services of a Consultancy Firm for the Development of the
DOT Online Information Management Portal
(Reference No.: DOT-BAC-REI NO. 2024-007)**

1. The *Department of Tourism (DOT)*, through the *General Appropriations Act 2024* intends to apply the sum of *Twenty-Seven Million Eight Hundred Fifty Thousand Pesos (PhP27,850,000.00)*, inclusive of applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for *DOT-BAC-REI NO. 2024-007*. 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 market research and consulting agency, and/or an academic and research institution, specializing in the conduct of custom research for local and international organizations for the *period of 91 calendar days from receipt of the Notice to Proceed (NTP)*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before *10 May 2024 (until 9:00 a.m.) at the Procurement Management Division, 4th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City. Eligibility Check will be on the same day, to be held at the 4th Floor, Conference Hall, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City at 10:00 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 *03 to 09 May 2024 (8:00 a.m. to 5:00 p.m.)* and *10 May 2024 (until 9:00 a.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	30%
Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	50%
Current workload relative to capacity	20%
TOTAL:	100%

*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 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 completed within **91 calendar days 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:

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USEC. FERNINAND C. JUMAPAO
DOT-BAC Chairperson

03 May 2024