



DOT-BAC REI NO. 2019-018
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 Media Planning Agency for the Local Media Placements for the Sustainable Tourism Campaign (DOT-BAC-REI No. 2019-018)**

Brief Description: Development of a local media plan for the year 2019 to implement the sustainable campaign materials of the Department of tourism. Media placements will be implemented all through-out various types of media – TV, Radio Print and Digital – all of which are targeted to domestic and international audience travelling the Philippines

Approved Budget for the Contract: Forty Million Philippine Pesos (PhP 40,000,000.00)

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:

I. APPLICABLE EXPERIENCE OF THE CONSULTANT (60%)
A. Appropriateness of the agency for the assignment – 15%
B. Extent of network of the agency – 15%
C. Similar Projects Completed in the last 3 years – 10%
D. Years in Existence as a Media Planning and Buying Agency or a Public Relations Agency – 10%
E. Contract Cost of Completed Projects in the last 3 years – 10%
II. QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB (20%)
III. CURRENT WORKLOAD RELATIVE TO CAPACITY (20%)
TOTAL (100%)

Note: Detailed criteria breakdown is found in the Eligibility Data Sheet

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:

Activities	Schedule
1. Issuance and availability of Eligibility Documents/Checklist	July 5 to 12, 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 July 15, 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	July 15, 2019 (11:30 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
4. Results of Shortlisting	July 18, 2019
5. Issuance of Bid Documents to Shortlisted Eligible bidders	July 19 to August 9, 2019 (8:00 a.m. to 5:00 p.m.) August 12, 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	July 29, 2019 (11:30 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
7. Deadline for request for clarification	August 2, 2019
8. Supplemental/Bid Bulletin	August 5, 2019
9. Submission of Bids (Technical & Financial bids)	Deadline until August 12, 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)	August 12, 2019 (11:30 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 **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 5 to 15, 2019

DOT Websites: : July 5 to 15, 2019

DOT Bulletin Board: : July 5 to 15, 2019