

DOT-BAC-IB No. 2019-014
REQUEST FOR EXPRESSION OF INTEREST

The Department of Tourism – Bids and Awards Committee (DOT-BAC), invites PhilGEPS registered Public Relation Agency (Consultant) to bid for the hereunder project:

Name of Project: **Procurement of the Services of a Public Relation Agency for the Philippine International Dive Expo (PHIDEX).**

Brief description of the Project: The procurement of the services of a Public Relation Agency for the Dive Philippines and PHIDEX is necessary for the conceptualization and implementation of a print and digital PR plan for the event.

Approved Budget for the Contract: Eight Million Two Hundred Thousand Philippine Pesos (PhP8,200,000.00)

Contract Duration: Four (4) Months

Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check as well as the Preliminary Examination of Bids shall use non-discretionary “pass/fail” criteria. Post-qualification of the highest rated bid shall be conducted.

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
I. Applicable Experience	
A. Appropriateness of the Agency for the Assignment	15%
B. Extent of Network of the Agency	15%
C. Relevance of Company Portfolio to the Project	30%
D. Years in Existence as a Public Relations Agency	10%
II. Qualification of Personnel who may be assigned to the Job	15%
III. Current Workload Relative to Capacity	15%
TOTAL:	100%

The Minimum Passing Score is 75%.

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

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 Check and Shortlisting, Bid Security, Performance Security, Pre-Bid Conference(s), Evaluation of Bids, Negotiation, 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 4, 2019 to July 11, 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 Check	Deadline on or before July 12, 2019 up to 9:00 a.m. 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
3. Opening of Eligibility Documents for Shortlisted Bidders	July 12, 2019 (11:00 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
4. Results of Shortlisting	July 16, 2019
5. Issuance of Bid Documents to Shortlisted Eligible bidders	July 17, 2019 to August 6, 2019 (8:00 a.m. to 5:00 p.m.) 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
6. Pre-Bid Conference with Shortlisted Eligible bidders	July 25, 2019 (11:00 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
7. Deadline for request for clarification	Until July 27, 2019
8. Supplemental/Bid Bulletin	July 30, 2019
9. Submission of Bids (Technical Proposal & Financial bids)	Deadline on or before August 7, 2019 up to 9:00 a.m. only 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave.,

Activities	Schedule
	Makati City
10. Opening of Bids (Technical Proposal)	August 7, 2019 (10:00 a.m.) 4th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City

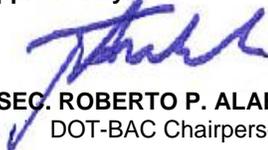
The Eligibility Documents/Checklist may be obtained free of charge at the DOT-BAC Secretariat c/o Ms. Maria Alma O. Almazan, 4th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City (Tel. Nos. 459-5200 to 30 loc. 425). The same may also be downloaded from free from the PhilGEPS or DOT Websites. Submission and results of eligibility shall be in the same office.

Bid Documents may be obtained by the **Shortlisted Eligible Bidders** at the PDOT-Bac Secretariat c/o Maria Alma O. Almazan at 4th Floor DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City upon payment of non-refundable fee of **TEN THOUSAND PHILIPPINE PESOS (PhP10,000.00)**.

Payment shall be made to the PDOT Cashier, Ground Floor, PDOT Building, No. 351 Sen. Gil Puyat Ave., Makati City.

The PDOT 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 PDOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the PDOT 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:

Phil-GEPS website: July 4, 2019 to July 12, 2019

DOT website: July 4, 2019 to July 12, 2019

DOT Bulletin Board: July 4, 2019 to July 12, 2019