



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 Services of a Local Public Relations Agency (DOT-BAC-REI No. 2019-012)**

Brief Description: Services of a Public Relations Agency to highlight the gains of the tourism industry to the stakeholders, potential investors and the general public and promote tourism as a contributor to socio-economic growth in the Philippines.

Approved Budget for the Contract: Twenty-Five Million Philippine Pesos (PhP 25,000,000.00)

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:

Criteria		Numerical Weight
I. APPLICABLE EXPERIENCE OF THE CONSULTANT		60%
A.	<i>Appropriateness of the agency for the assignment</i>	15%
	Public Relations Firm/Agency	15%
	Full-service creative Agency	10%
	Media Planning and Buying Agency	5%
	Others	0%
B.	<i>Extent of partnered network of the agency</i>	15%
	Global network with international affiliates	15%
	Domestic only	10%
C.	<i>Similar Projects Completed in the last 3 years</i>	10%
	At least 4 completed publicity campaigns	10%
	1-3 completed publicity campaigns	5%
	No completed publicity campaigns	0%
D.	<i>Years in Existence as Public Relations Agency</i>	10%
	5 years & above	10%
	Below 5 years	5%
E.	<i>Contract cost of Completed Projects in the last 3 years</i>	10%
	At least one project with contract cost equal or greater than 12.5M PHP	10%
	Projects cost less than 12.5M PHP	5%
II. QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB		20%

	Required number and positions of personnel with minimum years of experience is met	20%
	Required number and positions of personnel with less than minimum years of experience is met	10%
	Required number and positions of personnel is not met	0%
III.	CURRENT WORKLOAD RELATIVE TO CAPACITY	20%
	Number of on-going similar and related projects relative to capacity	
	None	5%
	5 or more projects with contract cost equal or greater than 20M PHP	10%
	3-5 projects with contract cost equal or greater than 20M PHP	15%
	1-2 project with contract cost equal or greater than 20M PHP	20%
	TOTAL	100%

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	June 22 to 28, 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 01, 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 01, 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 04, 2019
5. Issuance of Bid Documents to Shortlisted Eligible bidders	July 05 to 26 (8:00 a.m. to 5:00 p.m.) July 29, 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 15, 2019 (10:00 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
7. Deadline for request for clarification	July 19, 2019
8. Supplemental/Bid Bulletin	July 22, 2019
9. Submission of Bids (Technical & Financial bids)	Deadline until July 29, 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)	July 29, 2019 (10:00 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: June 22 to July 01, 2019

DOT Websites: June 22 to July 01, 2019

DOT Bulletin Board: June 22 to July 01, 2019