



## 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 Creative Agency for the Content Production for Safe Tourism (DOT-BAC-REI No. 2019-015)

**Brief Description:** Services of an experienced Creative Agency to help the Department in developing the marketing and promotional efforts to increase awareness about the campaign on the protection of children and women in tourism

**Approved Budget for the Contract:** Ten Million Philippine Pesos (PhP 10,000,000.00)

**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
<b>I. APPLICABLE EXPERIENCE OF THE CONSULTANT</b>		<b>60%</b>
<b>A.</b>	<i>Appropriateness of the agency for the assignment</i>	<b>20%</b>
	Creative Agency or Production Agency	20%
	Others	5%
<b>B.</b>	<i>Extent of partnered network of the agency</i>	<b>10%</b>
	Nationwide Partners	10%
	Regional Partners	5%
<b>C.</b>	<i>Similar Projects Completed in the last 3 years</i>	<b>10%</b>
	Creative Agency targeting international market	10%
	Creative Agency targeting domestic market only	5%
<b>D.</b>	<i>Years in Existence as Creative Agency</i>	<b>10%</b>
	5 years & above	10%
	Below 5 years	5%
<b>E.</b>	<i>Contract cost of Completed Projects in the last 3 years</i>	<b>10%</b>
	At least one project with contract cost equal or greater than PhP 5 Million	10%
	Projects cost less than PHP 5 Million	5%
<b>II. QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB</b>		<b>20%</b>
	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%
<b>III. CURRENT WORKLOAD RELATIVE TO CAPACITY</b>		<b>20%</b>

	Number of on-going similar and related projects relative to capacity	
	0 projects with contract cost equal or greater than Php 5 Million	5%
	7 or more projects with contract cost equal or greater than Php 5 Million	10%
	4-6 projects with contract cost equal or greater than Php 5 Million	15%
	1-3 projects with contract cost equal or greater than Php 5 Million	20%
	<b>TOTAL</b>	<b>100%</b>

**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:

<i>Activities</i>	<i>Schedule</i>
1. Issuance and availability of Eligibility Documents/Checklist	July 3 to 10, 2019 (8:00 a.m. to 5:00 p.m.) 4 <sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
2. Submission of Eligibility Requirements	Deadline until July 11, 2019 up to 9:00 a.m. only 4 <sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
3. Opening of Eligibility Documents/Eligibility Check	July 11, 2019 (10:00 a.m.) 4 <sup>th</sup> Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
4. Results of Shortlisting	July 17, 2019
5. Issuance of Bid Documents to Shortlisted Eligible bidders	July 18 to August 7, 2019 (8:00 a.m. to 5:00 p.m.) August 8, 2019 (until 9:00 a.m.) 4 <sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
6. Pre-Bid Conference with Shortlisted Eligible bidders	July 26, 2019 (10:00 a.m.) 4 <sup>th</sup> Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
7. Deadline for request for clarification	July 29, 2019
8. Supplemental/Bid Bulletin	August 1, 2019
9. Submission of Bids (Technical & Financial bids)	Deadline until August 8, 2019 up to 9:00 a.m. only 4 <sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
10. Opening of Bids (Technical bids)	August 8, 2019 (10:00 a.m.) 4 <sup>th</sup> 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, 4<sup>th</sup> 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 **Ten Thousand Philippine Pesos (PhP 10,000.00)**.

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 3 to July 11, 2019*

*DOT Websites: : July 3 to July 11, 2019*

*DOT Bulletin Board: : July 3 to July 11, 2019*