

BIDS AND AWARDS COMMITTEE

SECTION I - REQUEST FOR EXPRESSION OF INTEREST

PROCUREMENT OF THE CONSULTANCY SERVICES OF AN ADVERTISING AGENCY/PUBLIC RELATIONS AGENCY/MEDIA OUTFIT

1. The *Philippine International Convention Center (PICC)*, through the *Approved Budget for CY 2022*, intends to apply the sum of **THREE MILLION THREE HUNDRED EIGHTY-TWO THOUSAND PESOS (Php3,382,000.00)**, **VAT Inclusive**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Consultancy Services of an Advertising Agency/Public Relations Agency/Media Outfit (APP No. 2022-22)**.
2. The *PICC* now calls for the submission of eligibility documents for the purpose of short-listing for the abovementioned requirement. Eligibility documents of interested bidders must be duly received by the BAC Secretariat on or before June 13, 2022 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 the BAC Secretariat and inspect the Bidding Documents at the address given below during office hours.
4. The *PICC-BAC* shall draw up the short list of bidders from those who have submitted the 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	Rating
1. Applicable experience and capability of the consultant based on its record in previous engagements and quality of its performance; this will also include feedback from its past and present clients on overall work commitments specifically after sales assistance or level of attention given to projects.	50%
2. Must have at least two (2) past and present contracts within the last three (3) years similar in nature and complexity to the contract to be bid. One (1) or two (2) completed contracts should have an aggregate amount equivalent to at least 50% of the ABC.	50%

The minimum average rating to be considered for short-listing is 85%

5. The determination of bidders who are eligible for short listing will be conducted through open competitive bidding procedure using the non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. Eligible bidders shall be limited to Filipino citizens/sole proprietorship, cooperatives and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
6. A two-stage bidding procedure as specified in the RIRR of R.A. 9184 would be employed for this particular requirement. Bids will be evaluated using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS). The contract will be awarded to the Highest Rated and Responsive Bidder (HRRB) which was determined as such during post-qualification. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
7. The contract shall be completed within _____ months.
8. A clarificatory meeting is scheduled on June 6, 2022 at 10:00 a.m. via online video conferencing. Interested consultants may email the BAC Secretariat for details.
9. Interested consultants may obtain further information from BAC Secretariat during office hours. Opening of the eligibility envelopes shall be conducted on June 13, 2022, 10:00 a.m. at Ground floor, Delegation Building.
10. The *PICC* 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*BIDS AND AWARDS COMMITTEE (BAC)
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, Pasay City 1307
87894759 and 87894760
Telefax No. 87894761
Email: procurement@picc.gov.ph*

12. You may visit the following websites:

For downloading of Bidding Documents: www.picc.gov.ph


MELPIN A. GONZAGA
Chairman

Checklist of Eligibility Documents for the Procurement of the Consultancy Services of an Advertising Agency/Public Relations Agency/Media Outfit

A.1 ELIGIBILITY DOCUMENTS:

CLASS “A” DOCUMENTS:

1. *LEGAL DOCUMENTS*

(a) Certified Photocopy of the Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); if any of the documents mentioned in Annex “A” is not current, the new document should be submitted;

Or in case of expired PhilGEPS Registration Certificate (Platinum Membership);

(b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

and

(c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;

and

(d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Provided, that the current PhilGEPS Registration Certificate (Platinum Membership) shall be part of the post-qualification documents to be submitted by the Lowest Calculated Bidder

2. *TECHNICAL DOCUMENTS*

1. List of all ongoing government and private contracts, including contracts awarded but not yet started (see attached SF-GOOD-13a), which are similar or not similar in nature and complexity with the contract to be bid.

2. List of completed government and private contracts within the last fifteen (15) years (see attached SF-GOOD-13b), with at least one (1) past contract that is similar in nature to the contract to be bid, and has a value equivalent to at least fifty percent (50%) of the Approved Budget for Contract (ABC). For this purpose, a contract shall be considered similar in nature if it pertains to Consulting Services of an Advertising Agency/Public Relations Agency/Media Outfit. The statement on the similar contract shall include, for each contract, the following:

(2.1) the name and location of the contract;

(2.2) date of award of the contract;

(2.3) type and brief description of consulting services;

(2.4) consultant’s role (whether main consultant, sub-Consultant, or partner in a JV)

(2.5) amount of contract;

- (2.6) contract duration; and
 - (2.7) Certificate of Satisfactory Completion issued by the client or a copy of the Official Receipt/Sales Invoice.
3. Statement of the Consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae;
 4. Organizational Chart;
 5. Approach, Work Plan, and Schedule;
 6. List of Key personnel to be assigned to the contract to be bid, with their complete qualification & experience data.

II. FINANCIAL DOCUMENT

- a. Audited Financial Statements, showing, among others, the total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year.

Section III. Eligibility Data Sheet

1.2	PROCUREMENT OF THE CONSULTANCY SERVICES OF AN ADVERTISING AGENCY / PUBLIC RELATIONS AGENCY / MEDIA OUTFIT
1.3	<p>Eligible Consultants must be:</p> <ul style="list-style-type: none"> a) Dully licensed Filipino citizens/sole proprietorship; b) Partnership duly organized under the laws of the Philippines and of which at least 60% of the interest belongs to citizens of the Philippines; c) Corporation duly organized under the laws of the Philippines and of which at least 60% of the outstanding capital stock belongs to citizens of the Philippines; d) Cooperatives duly organized under the laws of the Philippines; or e) Must be engaged in the business of Advertising / Consultancy / Media for the past three (3) years f) Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
(iii)	Prospective bidders shall state all its ongoing and completed government and private contracts, including those contracts awarded but not yet started, entered into within three (3) years prior to the deadline for the submission of Eligibility Documents. Submit Certificate of satisfactory completion and acceptance of completed contracts.
4.2	Each prospective bidder shall submit one (1) original and one (1) duplicate <i>copy</i> of its Eligibility Documents.
	The deadline for submission of Eligibility Documents is June 13, 2022 before 9:30 a.m.
8.1	The BAC will open the envelopes containing the Eligibility Documents in the presence of the prospective bidders' representatives who choose to attend, on June 13, 2022 at Meeting Room 10, 3 rd floor, Delegation Building at 10:00 a.m.

8.5	The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of eligibility documents, using non-discretionary "pass/fail" criteria, and shall be determined as either "eligible" or ineligible".	
9.1	The BAC shall only consider for short listing those prospective bidders whose submitted contracts, as stated in the eligibility documents, are similar in nature and complexity to the contract to be bid.	
	<p style="text-align: center;">Criteria</p> <p>a) Applicable experience and capability of the consultant based on its record in previous engagements and quality of its performance; this will also include feedback from its past and present clients on overall work commitments specifically after sales assistance or level of attention given to projects.</p> <p>b) Must have at least two (2) past and two (2) present contracts within the last three (3) years similar in nature and complexity to the contract to be bid. One (1) or two (2) completed contracts should have an aggregate amount equivalent to at least 50% of the ABC.</p> <p style="text-align: center;">TOTAL</p> <p style="text-align: center;">The cut-off rating=85%</p>	<p style="text-align: center;">Rating</p> <p style="text-align: center;">50%</p> <p style="text-align: center;">50%</p> <p style="text-align: center;">100%</p>
9.3	Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC.	
9.4	Only bids from short listed Consultants shall be opened and considered for award of contract. These short listed prospective bidders should confirm in their bids that the information contained in the submitted Eligibility Documents remains correct as of the date of bid submission.	

Eligibility Documents Submission Form

[Date]

The Bids and Awards Committee
Philippine International Convention Center

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated _____ 2022 for *the PROCUREMENT OF THE CONSULTANCY SERVICES OF AN ADVERTISING AGENCY/PUBLIC RELATIONS AGENCY/ MEDIA OUTFIT* our firm, _____, hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *Our firm, _____*, is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the PICC's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature, Name and Title of Authorized Signatory

Name of Consultant

Address