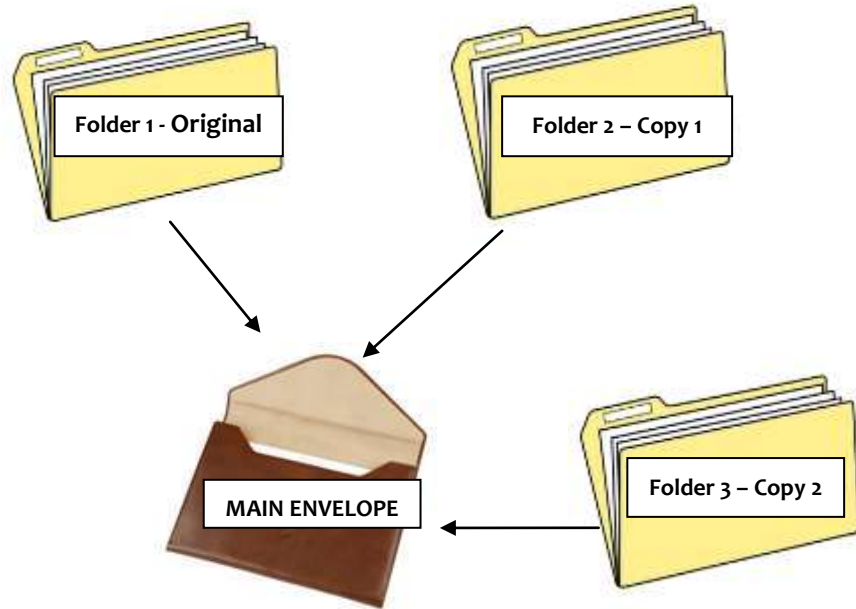


Eligibility Data Sheet

Eligibility Documents	
1.2	Services of the Production House who will conceptualize, manage and direct the program scenario for the Grand Philippine Convention Bureau (PCB) Homecoming Celebration on February 21, 2014 to be held in Philippine International Convention Center, Pasay City.
1.3	No further instructions.
(iii)	The statement of all ongoing and completed government and private contracts shall include all such contracts from 2009 to present, in organizing large scale local events and world-class entertainment productions featuring Filipino artists and talents, <i>copy of Notice of Award or Contract to be attached.</i>
(iii.7)	Attach proof of satisfactory completion of completed contracts and supporting documents: i.e., Notice of Award (for government projects) or Contract , as proof that the project has been undertaken by/awarded to the Consultant.
3.1	Format and Signing of Eligibility Documents Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before 9:30 a.m of January 06, 2014.
3.3	The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
4.1	Sealing and Marking of Eligibility Documents Prospective bidders should submit and enclose their eligibility requirements in one sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS” , and another copy shall be similarly sealed duly marking the inner envelopes as “COPY 1 and COPY 2 – ELIGIBILITY DOCUMENTS” . These envelopes containing the original and the copies shall then be enclosed in one (1) single envelope”

4.2

Each prospective bidder shall submit **one (1) original** and **two (2) certified copies** of its eligibility documents.



Contents of the Folder

Folder 1 – Original

- DTI Business Name or SEC Reg Cert or CDA
- Mayor’s Permit
- Ongoing government & private projects
- Completed government & private contracts from 2007 to present
(attached Notice of Award or Contract)
- Statement on Citizenship
- Audited Financial Statement
- Joint Venture Agreement, *if any*

Folder 2 & 3– Copy 1 & 2

- DTI Business Name or SEC Reg Cert or CDA
- Mayor’s Permit
- Ongoing government and private projects
- Completed government and private contract from 2007 to present
(attached Notice of Award or Contract)
- Statement on Citizenship
- Audited Financial Statement
- Joint Venture Agreement, *if any*

4.3

Marking of Eligibility Documents

Folder 1 – Original

ORIGINAL – ELIGIBILITY DOCUMENTS

MS. SOLITA D. SORIANO

Chairperson

Bids and Awards Committee

Tourism Promotions Board

4th Floor Legaspi Towers 300

Roxas Boulevard, Manila

Project: **Services of the Production House** relative to the **Grand Philippine Convention Bureau (PCB) Homecoming Celebration**

Submitted by: **BIDDER’S COMPANY NAME**
BIDDER’S CONTACT DETAILS

“DO NOT OPEN BEFORE January 06, 2014 / 10:00 a.m.”

Folder 2 – Copy 1

COPY 1 – ELIGIBILITY DOCUMENTS

MS. SOLITA D. SORIANO

Chairperson

Bids and Awards Committee

Tourism Promotions Board

4th Floor Legaspi Towers 300

Roxas Boulevard, Manila

Project: **Services of the Production House** relative to the **Grand Philippine Convention Bureau (PCB) Homecoming Celebration**

Submitted by: **BIDDER’S COMPANY NAME**
BIDDER’S CONTACT DETAILS

“DO NOT OPEN BEFORE January 06, 2014 / 10:00 a.m.”

Folder 3 – Copy 2

COPY 2 – ELIGIBILITY DOCUMENTS

MS. SOLITA D. SORIANO

Chairperson

Bids and Awards Committee

Tourism Promotions Board

4th Floor Legaspi Towers 300

Roxas Boulevard, Manila

Project: **Services of the Production House** relative to the **Grand Philippine Convention Bureau (PCB) Homecoming Celebration**

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“DO NOT OPEN BEFORE January 06, 2014 / 10:00 a.m.”

Main Envelope

ELIGIBILITY DOCUMENTS

MS. SOLITA D. SORIANO

Chairperson

Bids and Awards Committee

Tourism Promotions Board

4th Floor Legaspi Towers 300

Roxas Boulevard, Manila

Project: **Services of the Production House** relative to the **Grand Philippine Convention Bureau (PCB) Homecoming Celebration**

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BIDDER'S CONTACT DETAILS

“DO NOT OPEN BEFORE January 06, 2014 / 10:00 a.m.”

4.3(c)	<p>Name of the Bids and Awards Committee of the Procuring Entity:</p> <p style="text-align: center;">Ms. SOLITA D. SORIANO Chairperson Bids and Awards Committee</p>						
4.3 (d)	<p>Background of the Project:</p> <p style="text-align: center;">Background of the Project : Former officials and employees of the Philippine Convention Bureau (PCB) who are currently residing in various countries, are returning to Manila next year for the Grand PCB Homecoming Celebration scheduled on 20-25 February 2014.</p> <p style="text-align: center;">As part of the “Pinoy Homecoming--special Balikbayan Program”, the Tourism Promotions Board (TPB) will host a half-day seminar and a welcome dinner reception for the said balikbayans and their families on 21 February 2014 at the PICC.</p>						
5	<p>The address for submission of eligibility documents is:</p> <p style="text-align: center;">BAC Secretariat, Administrative Department TOURISM PROMOTIONS BOARD 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila</p> <p>The deadline for submission of eligibility documents is January 06, 2014, 9:30 a.m</p>						
8.1	<p>The place of opening of eligibility documents is:</p> <p style="text-align: center;">Boardroom, Tourism Promotions Board 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila</p> <p>The date and time of opening of eligibility documents is January 06, 2014, 10:00 a.m.</p>						
9.1	No further instructions.						
9.2	<p>The criteria and rating system for the evaluation to be used for the short listing of consultant:</p> <p>SHORT LISTING</p> <table border="1" data-bbox="430 1654 1360 1890"> <tr> <td data-bbox="430 1654 1252 1724">1. Applicable experience of Consultants</td> <td data-bbox="1252 1654 1360 1724">30%</td> </tr> <tr> <td data-bbox="430 1724 1252 1829">2. Qualification of personnel to be assigned to the job (education, work experience, number of years in firm, etc.)</td> <td data-bbox="1252 1724 1360 1829">50%</td> </tr> <tr> <td data-bbox="430 1829 1252 1890">3. Current workload relative to capacity</td> <td data-bbox="1252 1829 1360 1890">20%</td> </tr> </table>	1. Applicable experience of Consultants	30%	2. Qualification of personnel to be assigned to the job (education, work experience, number of years in firm, etc.)	50%	3. Current workload relative to capacity	20%
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2. Qualification of personnel to be assigned to the job (education, work experience, number of years in firm, etc.)	50%						
3. Current workload relative to capacity	20%						

