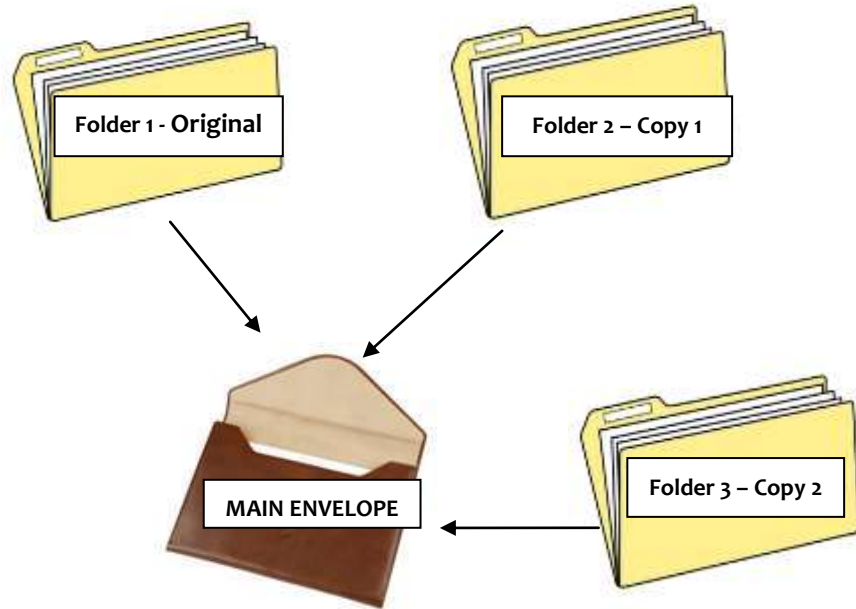


## Eligibility Data Sheet

<b>Eligibility Documents</b>	
1.2	<p><b>Development of a Website for MICE Conference (MICECON) 2014</b> with a built in system for the following:</p> <ul style="list-style-type: none"> <li>• <i>Conference registration and online payment</i></li> <li>• <i>Buyer and delegate-seller matching that will generate a preference matching to complete the MICEMart business appointment schedule</i></li> </ul>
1.3	No further instructions.
(iii)	Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature within the past two (2) years, <b><i>copy of Notice of Award or Contract to be attached .</i></b>
(iii.7)	Attach proof of satisfactory completion of completed contracts and supporting documents: i.e., <b>Notice of Award (for government projects) or Contract</b> , as proof that the project has been undertaken by/awarded to the Consultant.
3.1	<p>Format and Signing of Eligibility Documents</p> <p>Prospective bidders shall submit their eligibility documents through their duly authorized representative <b>on or before 9:30 a.m of January 06, 2014.</b></p>
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	<p>Sealing and Marking of Eligibility Documents</p> <p>Prospective bidders should submit and enclose their eligibility requirements in one sealed envelope marked <b>“ORIGINAL – ELIGIBILITY DOCUMENTS”</b>, and another copy shall be similarly sealed duly marking the inner envelopes as <b>“COPY 1 and COPY 2 – ELIGIBILITY DOCUMENTS”</b>. These envelopes containing the original and the copies shall then be enclosed in <b>one (1) single envelope”</b></p>

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

4<sup>th</sup> Floor Legaspi Towers 300

Roxas Boulevard, Manila

Project: **Website Development for MICECON 2014**

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

**“DO NOT OPEN BEFORE January 06, 2014 / 11:00 a.m.”**

**Folder 2 – Copy 1**

**COPY 1 – ELIGIBILITY DOCUMENTS**

**MS. SOLITA D. SORIANO**

Chairperson

Bids and Awards Committee

Tourism Promotions Board

4<sup>th</sup> Floor Legaspi Towers 300

Roxas Boulevard, Manila

Project: **Website Development for MICECON 2014**

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

**“DO NOT OPEN BEFORE January 06, 2014 / 11:00 a.m.”**

**Folder 3 – Copy 2**

**COPY 2 – ELIGIBILITY DOCUMENTS**

**MS. SOLITA D. SORIANO**

Chairperson

Bids and Awards Committee

Tourism Promotions Board

4<sup>th</sup> Floor Legaspi Towers 300

Roxas Boulevard, Manila

Project: **Website Development for MICECON 2014**

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

**“DO NOT OPEN BEFORE January 06, 2014 / 11:00 a.m.”**

**Main Envelope**

**ELIGIBILITY DOCUMENTS**

**MS. SOLITA D. SORIANO**

Chairperson

Bids and Awards Committee

Tourism Promotions Board

4<sup>th</sup> Floor Legaspi Towers 300

Roxas Boulevard, Manila

Project: **Website Development for MICECON 2014**

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

**“DO NOT OPEN BEFORE January 06, 2014 / 11:00 a.m.”**

4.3(c)	<p>Name of the Bids and Awards Committee of the Procuring Entity:</p> <p style="text-align: center;"><b>Ms. SOLITA D. SORIANO</b> Chairperson Bids and Awards Committee</p>						
5	<p>The address for submission of eligibility documents is:</p> <p style="text-align: center;">BAC Secretariat, Administrative Department <b>TOURISM PROMOTIONS BOARD</b> 4<sup>th</sup> Floor Legaspi Towers 300 Roxas Boulevard, Manila</p> <p>The deadline for submission of eligibility documents is <b>January 06, 2014, 9:30 a.m</b></p>						
8.1	<p>The place of opening of eligibility documents is:</p> <p style="text-align: center;"><b>Boardroom, Tourism Promotions Board</b> 4<sup>th</sup> Floor Legaspi Towers 300 Roxas Boulevard, Manila</p> <p>The date and time of opening of eligibility documents is <b>January 06, 2014, 11:00 a.m.</b></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><b>SHORT LISTING</b></p> <table border="1" data-bbox="430 1186 1356 1417"> <tr> <td data-bbox="430 1186 1250 1253">1. Applicable experience of the Firm</td> <td data-bbox="1250 1186 1356 1253">40%</td> </tr> <tr> <td data-bbox="430 1253 1250 1358">2. Qualification of personnel to be assigned to the job (education, work experience, number of years in firm, etc.)</td> <td data-bbox="1250 1253 1356 1358">40%</td> </tr> <tr> <td data-bbox="430 1358 1250 1417">3. Current workload relative to capacity</td> <td data-bbox="1250 1358 1356 1417">20%</td> </tr> </table>	1. Applicable experience of the Firm	40%	2. Qualification of personnel to be assigned to the job (education, work experience, number of years in firm, etc.)	40%	3. Current workload relative to capacity	20%
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