

**PHILIPPINE BIDDING DOCUMENTS**

**SERVICES OF A  
PR AGENCY FOR  
ATF 2016**

**TOURISM PROMOTIONS BOARD**

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

**Roxas Boulevard, Manila**

**Fourth Edition**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Consulting Services through Competitive Bidding have been prepared by the Government of the Philippines (GOP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs). The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the GOP or the World Bank or any foreign government/foreign or international financing institution in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the minimum eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and **Error! Reference source not found.** (ITB) and **Error! Reference source not found.** (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Eligibility Data Sheet (EDS) of Part I, **Error! Reference source not found.** (BDS), and **Error! Reference source not found.** (SCC) of Part II. The forms to be used are provided in the attachments.

Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) These PBDs are divided into Part I and Part II. Documents under Part I shall be made available to all entities who intend to respond to the Request for Expression of Interest. The Procuring Entity shall make the documents under Part II of these PBDs available to eligible Bidders determined in accordance with the provisions of Section II. Eligibility Documents of Part I.
- (c) Specific details, such as the “name of the Procuring Entity” and “address for proposal submission,” should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding

Documents should contain no footnotes except **Error! Reference source not found.** of Part II since these provide important guidance to Bidders.

- (e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.
- (f) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instructions to Bidders, and Section III. General Conditions of Contract, respectively.

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# ***Section I. Request for Expression of Interest***

## **Request for Expression of Interest**

The Request for Expression of Interest provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Request for Expression of Interest shall be:

- (a) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.2 of the IRR of R.A. 9184;
- (b) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, seven (7) calendar days starting on the date of advertisement; and
- (c) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.

Apart from the essential items listed in the Bidding Documents, the Request for Expression of Interest should also indicate the following:

- (a) The date of availability of the Eligibility Documents, the place where it may be secured and the deadline for submission of the Letter of Intent (LOI) together with the application for eligibility;
- (b) The set of criteria and rating system for short listing of prospective bidders to be used for the particular contract to be Bid, which shall consider the following, among others:
  - (i) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;
  - (ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
  - (iii) Current workload relative to capacity;
- (c) The number of consultants to be short listed and the procedure to be used in the evaluation of Bids of short listed consultants, *i.e.*, QBE or QCBE; and if QCBE, the

weights to be allocated for Technical and Financial Proposals; and

(d) The contract duration.

In the case of WB funded projects, the Request for Expression of Interest shall be sent to all who have expressed an interest in undertaking the services as a result of any General Procurement Notice issued. In addition, it shall also be sent to all heads of associations of consultants within the area where the project will be undertaken.

**Request for Expression of Interest  
for the Services of a PR Agency for ATF 2016  
TPB BAC REI No. 2015-15  
(2<sup>ND</sup> POSTING)**

1. The *Tourism Promotions Board (TPB)*, through the *Corporate Budget FY 2015* intends to apply the sum of *Seven Hundred Thousand Pesos Only (Php 700,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for the *Services of a PR Agency for ATF 2016*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *Tourism Promotion Board (TPB)* now calls for the submission of eligibility documents for the *Services of a PR Agency for ATF 2016 with vast experience in Public Relations, Media, Marketing (tri-media and digital media) and Corporate Communications*. Interested consultants must submit their eligibility documents on or before **16 December 2015, 09:30am. at the Tourism Promotions Board (TPB), 4<sup>th</sup> Floor, Legaspi Towers 300, Roxas Boulevard, Manila**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. The BAC shall draw up the short list of consultants from those who have submitted eligibility documents/Expression of Interest 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 a maximum of **five (5) prospective bidders** who will be entitled to submit bids.
4. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines. In accordance with Revised IRR of R.A. 9184, only bids from shortlisted consultants will be opened.
5. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation (QCBE)* procedure.
6. *The schedule of activities is as follows:*

Activities	Schedule and Venue
1. Submission of Letter of Intent and Application of Eligibility / Issuance of Eligibility Requirements	9-15 December 2015, 8:00am - 5:00 p.m. 16 December 2015, 9:30am BAC Secretariat Tourism Promotions Board 4 <sup>th</sup> Flr. Legaspi Towers 300, Roxas, Blvd. Manila
2. Eligibility Checking and Shortlisting	16 December 2015, 10:00am TPB Board Room 4 <sup>th</sup> Flr. Legaspi Towers 300, Roxas, Blvd. Manila

3. Issuance of Bid Documents to Short-Listed Consultants	18-25 December 2015, 8:00am -5:00pm BAC Secretariat – Administrative Department
4. Deadline for Submission and Receipt of Bids	28 December 2015, 9:30am BAC Secretariat – Administrative Department Tourism Promotions Board 4 <sup>th</sup> Flr. Legaspi Towers 300, Roxas, Blvd. Manila
5. Opening Bids and Presentation of Bidders  <i>(only eligible bidders are required to present their technical proposal)</i>	28 December 2015, 10:00am TPB Board Room 4 <sup>th</sup> Flr. Legaspi Towers 300, Roxas, Blvd. Manila

7. Bid documents shall be available only to shortlisted eligible bidders upon payment of non-refundable amount of One Thousand Pesos (P1,000.00) to the TPB Cashier's Unit.
8. The *Tourism Promotions Board* reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

*Ms. Teresita DL. Landan / Ms. Janet G. Villafranca  
BAC Secretariat, Administrative Department  
Tourism Promotions Board  
4/F Floor Legaspi Towers 300, Roxas Boulevard, Manila  
Tel. Nos. (02)525-7312 / 525-9318 loc 246  
Email : [janet\\_villafranca@tpb.gov.ph](mailto:janet_villafranca@tpb.gov.ph)  
Fax No. (02) 526-5971  
[ww.tpb.gov.ph](http://ww.tpb.gov.ph)*

**LEAH MARIE C. SY**  
Chairperson  
Bids and Awards Committee



## ***Section II. Eligibility Documents***

### **Notes on the Eligibility Documents**

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

## 1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or
  - (e) 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.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the qualifications stated in the **EDS**.
- 1.4. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.

## 2. Eligibility Requirements

2.1. The following eligibility requirements shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class “A” Documents –

### Legal Documents

- (i) 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 any proof of such registration as stated in the **EDS**;
- (ii) Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

### Technical Documents

- (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 and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
  - (iii.1) the name and location of the contract;
  - (iii.2) date of award of the contract;
  - (iii.3) type and brief description of consulting services;
  - (iii.4) consultant’s role (whether main consultant, subcontractor, or partner in a JV)
  - (iii.5) amount of contract;
  - (iii.6) contract duration; and
  - (iii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iv) 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 in accordance with Clause 1.2.

Financial Document

(v) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

(b) Class "B" Document –

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

- 2.2. In the case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant's country.
- 2.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.
- 2.4. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subcontractors may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.
- 2.5. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

### **3. Format and Signing of Eligibility Documents**

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 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.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Unless otherwise indicated in the EDS, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy of shall be similarly sealed duly marking the envelopes as “COPY NO. \_\_\_ - ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the prospective bidder in capital letters;
  - (c) be addressed to the Procuring Entity’s BAC specified in the EDS;
  - (d) bear the specific identification of this Project indicated in the EDS; and
  - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

## **5. Deadline for Submission of Eligibility Documents**

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

## **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared "Late" and shall not be accepted by the Procuring Entity.

## **7. Modification and Withdrawal of Eligibility Documents**

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

## **8. Opening and Preliminary Examination of Eligibility Documents**

8.1. The Procuring Entity's BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder. If the withdrawing prospective bidder's representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the

opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.

- 8.3. A prospective bidder determined as “ineligible” has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.
- 8.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
  - (a) the name of the prospective bidder;
  - (b) whether there is a modification or substitution; and
  - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.5. The eligibility of each prospective bidder shall be determined by examining each bidder’s eligibility requirements or statements against a checklist of requirements, using non-discretionary “pass/fail” criterion, as stated in the Request for Expression of Interest, and shall be determined as either “eligible” or “ineligible.” If a prospective bidder submits the specific eligibility document required, he shall be rated “passed” for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered “failed” for the particular eligibility requirement concerned. If a prospective bidder is rated “passed” for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “eligible.” If a prospective bidder is rated “failed” in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “ineligible.” In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

## **9. Short Listing of Consultants**

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.

- 9.2. The BAC of the Procuring Entity shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 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 of the Procuring Entity.
- 9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.



## ***Section III. Eligibility Data Sheet***

### **Notes on the Eligibility Data Sheet**

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

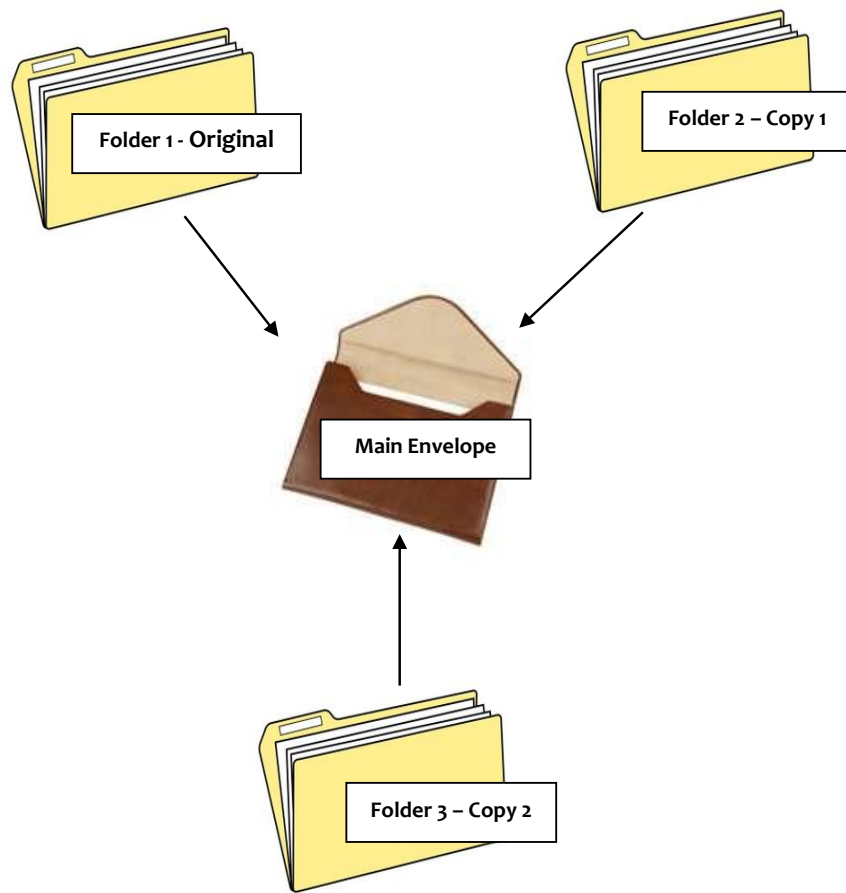
The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Eligibility Data Sheet

Eligibility Documents	
1.2	TPB is in need of the services of a PR Agency for ATF 2016 <i>with vast experience in Public Relations, Media, Marketing (tri-media and digital media) and Corporate Communications.</i>
1.3	No further instructions.
(i)	“No additional Requirements.”
(iii)	The statement of all ongoing and completed government and private contracts, shall include contracts awarded but not yet started, if any, whether similar or not similar to the contract to be bid, within <b>three (3) years</b> prior to the deadline for the submission and receipt of eligibility documents.
(iii.7)	<i>Attach proof of satisfactory completion of completed contracts and supporting documents i.e. Notice of Award (for government agencies) or Contract, as proof that the project has been undertaken by/awarded to the Consultant.</i>
3.1	Format and Signing of Eligibility Documents  Prospective bidders shall submit their eligibility documents through their duly authorized representative <b>on or before 16 December 2015, 9:30pm</b>
4.1	Sealing and Marking of Eligibility Documents  Prospective bidders should submit and enclose their eligibility requirements in one sealed envelope marked “ <b>ORIGINAL – ELIGIBILITY DOCUMENTS</b> ”, and other copies 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 copy shall then be enclosed in <b>one (1) single envelope</b> ”
4.2	Each prospective bidder shall submit one (1) original and <i>two (2)</i> copies of its eligibility documents.



**Contents of the Folder**

***Folder 1 – Original***

- DTI Business Name  
SEC Reg Certificate or CDA
- Mayor’s Permit
- Ongoing Gov’t & Private  
Contracts from 2012 to present
- Statement of Citizenship
- Tax Clearance (valid)
- Audited Financial Statement
- Joint Venture Agreement (*if any*)

***Folder 2 & 3 (Copy 1 and Copy 2)***

- DTI Business Name  
SEC Reg Certificate or CDA
- Mayor’s Permit
- Ongoing Gov’t & Private  
Contracts from 2012 to present
- Statement of Citizenship
- Tax Clearance (valid)
- Audited Financial Statement
- Joint Venture Agreement (*if any*)

**Marking of Eligibility Documents**

**Folder 1 – Original**

**ORIGINAL – ELIGIBILITY DOCUMENTS**

**MS. LEAH MARIE C. SY**  
Chairperson  
Bids and Awards Committee  
Tourism Promotions Board  
4<sup>th</sup> Floor Legaspi Towers 300  
Roxas Boulevard, Manila

Project: **SERVICES OF A PR AGENCY FOR ATF 2016**

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

**“DO NOT OPEN BEFORE 16 December 2015/ 10:00 a.m.”**

**Folder 2 – Copy 1**

**COPY 1 – ELIGIBILITY DOCUMENTS**

**MS. LEAH MARIE C. SY**  
Chairperson  
Bids and Awards Committee  
Tourism Promotions Board  
4<sup>th</sup> Floor Legaspi Towers 300  
Roxas Boulevard, Manila

Project: **SERVICES OF A PR AGENCY FOR ATF 2016**

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

**“DO NOT OPEN BEFORE 16 December 2015/ 10:00 a.m.”**

**Folder 2 – Copy 2**

**COPY 2 – ELIGIBILITY DOCUMENTS**

**MS. LEAH MARIE C. SY**

Chairperson  
Bids and Awards Committee  
Tourism Promotions Board  
4<sup>th</sup> Floor Legaspi Towers 300  
Roxas Boulevard, Manila

Project: **SERVICES OF A PR AGENCY FOR ATF 2016**

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

**“DO NOT OPEN BEFORE 16 December 2015/ 10:00 a.m.”**

**Main Envelope**

**ELIGIBILITY DOCUMENTS**

**MS. LEAH MARIE C. SY**

Chairperson  
Bids and Awards Committee  
Tourism Promotions Board  
4<sup>th</sup> Floor Legaspi Towers 300  
Roxas Boulevard, Manila

Project: **SERVICES OF A PR AGENCY FOR ATF 2016**

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

**“DO NOT OPEN BEFORE 16 December 2015/ 10:00 a.m.”**

4.3(c)

*Name of the Bids and Awards Committee of the Procuring Entity:*

**MS. LEAH MARIE C. SY**  
Chairperson  
Bids and Awards Committee

4.3(d)	<p>The Tourism Promotions Board is in need of the services of a PR Agency for ATF 2016 with the following qualifications:</p> <ol style="list-style-type: none"> <li>1. Minimum of 10 years in operation.</li> <li>2. Work experience with government agencies.</li> <li>3. Being run by credible and competent management officers with vast experience in Public Relations, Media, Marketing (tri-media and digital media) and Corporate Communications. Please submit resumes/profiles of key officers and management executives to be assigned to the project, highlighting career backgrounds of at least 10 years in the following: <ol style="list-style-type: none"> <li>a. Public Relations (local &amp; foreign projects)</li> <li>b. Journalism (print &amp; broadcast, local &amp; foreign)</li> <li>c. Advertising/Marketing/Corporate Communications</li> </ol> </li> <li>4. Can provide full-service PR, Media &amp; Marketing Communication solutions and consultancy.</li> <li>5. Must have handled tourism-related PR projects for at least a year, preferably special tourism events and info campaigns.</li> </ol>
5	<p>The address for submission of eligibility documents is</p> <p style="text-align: center;"><b><i>BAC Secretariat, Administrative Department Tourism Promotions Board 4<sup>th</sup> Flr, Legaspi Towers 300, Roxas Blvd., Manila</i></b></p> <p>The deadline for submission of eligibility documents is</p> <p style="text-align: center;"><b><i>on or before 16 December 2015, 9:30am</i></b></p>
8.1	<p>The place of opening of eligibility documents is</p> <p style="text-align: center;">Board Room, Tourism Promotions Board 4<sup>th</sup> Floor, Legaspi Towers 300 Roxas Boulevard, Manila</p> <p style="text-align: center;">The date and time of opening of eligibility documents is on <b><i>16 December 2015, 10:00am</i></b></p>
9.1	<p>“No further instructions”</p>

## Checklist of Eligibility Requirements

### SERVICES OF A PR AGENCY FOR ATF 2016

#### a) Class “A” Documents

##### Legal Documents

- Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate or Cooperative Development Authority (CDA) for cooperatives
- Valid and current Mayor’s permit/municipal license

##### Technical Documents

- Statement of government and private contracts from 2012 to present, , including ongoing contracts and contracts awarded but not yet started using GPPB Standard Forms (see attached form “Annex A”)
- Statement of the consultant’s specifying its nationality
- Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR

##### Financial Document

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

#### b) Class “B” Documents

- Valid joint Venture Agreement (JVA), in case a joint venture

**NOTE** \*\*Prospective bidders should submit and enclose their eligibility requirements in one sealed envelope marked “**ORIGINAL – ELIGIBILITY REQUIREMENTS**”, **and** another copies shall be similarly sealed duly marking the inner envelopes as “**COPY 1 and COPY 2 – ELIGIBILITY REQUIREMENTS**” and the outer envelope as “**COPY 1**” and “**COPY 2**” respectively. These envelopes containing the original and the copy shall then be enclosed in **one (1) single envelope**”

\*\*All documents shall be current and updated and any missing document in the above-mentioned checklist is a ground for outright rejection of the bid

