



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

BIDDING DOCUMENTS

FOR THE

CONSULTING SERVICES FOR THE

PRODUCTION OF FOUR (4) ANIMATED

AUDIO-VISUAL PRESENTATIONS

(AVPs)

(PART I)

May 2014

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REPUBLIC OF THE PHILIPPINES
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Section I. Request for Expression of Interest

**CONSULTING SERVICES FOR THE PRODUCTION OF FOUR (4) ANIMATED
AUDIO-VISUAL PRESENTATIONS (AVPs)**

1. The Department of Budget and Management, through the authorized appropriations under the FY 2014 General Appropriations Act, intends to apply the sum of **Seven Hundred Thousand Pesos (₱700,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for Consulting Services for the Production of Four (4) Animated Audio-Visual Presentations (AVPs) which consist of the conceptualization, scriptwriting, storyboard formulation, production, and final editing and rendering of animated AVPs. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. In view of the failure of the first bidding, the Department of Budget and Management now calls for the submission of eligibility documents for consulting services for the Production of Animated Audio-Visual Presentations (AVPs) for the second time. Detailed service requirements are indicated in the Terms of Reference (TOR) for the project (see Annex A).
3. The DBM will hold a **meeting with the interested consultants** on **June 4, 2014, 1:00 p.m.** at the Bids and Awards Committee (BAC) Room, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila, which shall be open to all interested parties.
4. Interested consultants must submit their eligibility documents on or before **June 11, 2014, 10 a.m.** at the BAC Room, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion. The bidder/s shall drop three (3) copies of their duly accomplished eligibility requirements in sealed envelopes in the bid box located at the above-mentioned address.
5. The BAC shall draw up the short list of consultants from those who have submitted eligibility documents and have been determined as eligible in accordance with the provisions of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act,” and its Implementing Rules and Regulations (IRR). The short list shall consist of five (5) interested consultants who will be entitled to submit bids. In accordance with Section 24 of R.A. No. 9184 and its IRR, the criteria and rating system for short listing are:
 - (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 (30 points);

- (ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (60 points); and
 - (iii) Current workload relative to capacity (10 points).
6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of R.A. No. 9184.
- Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
7. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed until January 15, 2015, subject to the delivery dates set in the ToR.
9. The Department of Budget and Management 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.
10. For further information, please refer to:

DBM-BAC Secretariat
Department of Budget and Management
General Solano Street
San Miguel, Manila
Tel. no. 4901000 loc. 3121
Email address: jabrigo@dbm.gov.ph

ROWENA CANDICE M. RUIZ
Vice Chairperson

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Section II. Eligibility Documents

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 interested consultants:
 - (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, including their respective curriculum vitae.

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. Interested consultants 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. Interested consultants shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Interested consultants 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**, interested consultants 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 interested consultants' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The interested consultants' 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 interested consultants 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 interested consultants 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

Eligibility Documents	
1.2	The Consulting Services shall provide conceptualization, scriptwriting, storyboard formulation, production, and final editing and rendering of four (4) animated audio-visual presentations (AVPs): one (1) AVP on Budget 101, one (1) AVP for FY 2015 Proposed Budget, one (1) AVP for FY 2015 Enacted Budget, and one (1) AVP on Budget Reform.
1.3	No further instructions.
2.1.	Interested consultants shall submit the accomplished Eligibility Documents Submission Form. For the format of the statement of the Eligibility Documents Submission Form please refer to Section IV.
2.1.a (iii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within two (2) years prior to June 4, 2014. For the format of the statement of all ongoing and completed government and private contracts please refer to Section IV.
(iii.7)	No further instructions.
4.2	Each interested consultant shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(c)	Department of Budget and Management Bids and Awards Committee DBM Bldg. III, Ground Floor General Solano St., San Miguel, Manila
4.3(d)	Consulting Services for the Production of Four (4) Animated Audio-Visual Presentations (AVPs)
5	The deadline for submission of eligibility documents is June 11, 2014, 10 a.m.
8.1	The place of opening of eligibility documents is: Department of Budget and Management Bids and Awards Committee DBM Bldg. III, Ground Floor General Solano St., San Miguel, Manila The date and time of opening of eligibility documents is June 11, 2014, 10 a.m.
9.1	To be considered in the short listing, the interested consultants should have completed a minimum of three (3) similar contracts. Similar contracts shall refer to the production of AVPs which are not less than 3 minutes, and may be purely animated or have a combination of animation and live action footage. The AVPs should deal with the packaging of technical information and data into non-technical communication.

	<p>At least one of the similar contracts should deal with a socio-economic or advocacy topic (not exclusively with government – may include those with non-government organizations (NGOs), private corporations (including corporate social responsibility units), academic institutions, etc.)</p> <p>Note: Interested consultants who will be short listed shall submit the actual AVPs for three (3) similar contracts, which includes one dealing with a socio-economic or advocacy topic.</p>
9.2	<p>The BAC shall rank the eligible consultants in descending order based on their total scores considering the criteria prescribed below, and identify the top five (5) eligible consultants as short listed consultants. Should less than the required number apply for eligibility and short listing, pass the eligibility check, and/or pass the minimum score required in the short listing, the BAC shall consider the same.</p> <p>Scoring shall be based on the eligibility documents submitted considering the following evaluation criteria:</p> <ul style="list-style-type: none"> (i) Applicable experience of the firm or firms in a joint venture, measured as years of existence, awards and citations, and similar completed projects in the last two years. In case of joint ventures, the years of existence of only one member-firm (the one with the longest years of existence) will be considered; although the awards and citations, as well as similar completed projects, of all the firms in the joint venture will be considered (30 points); (ii) Applicable experience and qualifications of personnel who will be assigned to the project vis-à-vis extent and complexity of the undertaking. This will be measured as the years of experience of all personnel be assigned, as well as the academic and other credentials (including awards) of the Executive Producer (60 points); and (iii) Current workload relative to capacity (10 points). <p>Current workload relative to capacity refers to the number of ongoing projects of bidders (as indicated in the List of All Ongoing Government and Private Contracts including Contracts Awarded but not yet started: projects of the firm or firms in a joint venture, as well as those of the individual personnel to be assigned to the project) will be divided by the number of AVP production personnel currently employed by the firm or joint venture (including the personnel to be deployed). Bidders shall be ranked and rated accordingly.</p> <p>The minimum score required for each criterion is as follows:</p> <ul style="list-style-type: none"> (i) Applicable experience of the firm or firms in a joint venture (12 points); (ii) Applicable experience and qualifications of personnel (24 points); and (iii) Current workload relative to capacity (4 points).

Section IV. Bidding Forms

ELIGIBILITY DOCUMENTS SUBMISSION FORM15
STATEMENT OF ALL GOVERNMENT & PRIVATE CONTRACTS
COMPLETED WHICH ARE SIMILAR IN NATURE16
LIST OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED 17

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [insert date] for [Title of Project], [Name of Consultant] 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) [Name of Consultant] 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 Procuring Entity'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

Statement of all Government & Private Contracts completed which are similar in nature

Business Name: _____

Business Address: _____

Name of Contract	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract	Length of the AVP (minutes and seconds)	Theme of the AVP
<u>Government</u>							
<u>Private</u>							

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Instructions:

- a) Cut-off date is June 4, 2014.
- b) Subject completed contract:
 - (i) If there are more than twenty (20) similar completed contracts in a year, state at least 20 completed contracts for said year.
 - (ii) If there are 20 or less similar completed contracts in a year, state all completed contracts for said year.
 - (iii) If there is no similar completed contract in a year, state none or equivalent term. This shall not be a basis for disqualification.
- c) Similar contracts shall refer to the production of AVPs which are not less than 3 minutes and not exceeding 12 minutes, and may be purely animated or have a combination of animation and live action footage. The AVPs should deal with the packaging of technical information and data into non-technical communication.

List of all Ongoing Government & Private Contracts including Contracts awarded but not yet started

Business Name: _____

Business Address: _____

Name of Contract	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started within two (2) years (government and private contracts which may be similar or not similar to the project being bid) prior to June 4, 2014.
- ii. If there is no on-going contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

