



Republic of the Philippines
CITY OF ALAMINOS
Province of Pangasinan

REQUEST FOR EXPRESSION OF INTEREST FOR THE 10-POINT AGENDA ASSESSMENT AND DOCUMENTATION PROJECT OF ALAMINOS CITY, PANGASINAN

1. The **CITY GOVERNMENT OF ALAMINOS, PANGASINAN**, through its **Development Fund¹** intends to apply the sum of **Three Million Two Hundred Fifty Four Thousand Five Hundred Pesos (Php 3,254,500.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **CONSULTANCY SERVICES FOR THE 10-POINT AGENDA ASSESSMENT AND DOCUMENTATION PROJECT OF ALAMINOS CITY, PANGASINAN**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
 2. The **CITY GOVERNMENT OF ALAMINOS, PANGASINAN** now calls for the submission of eligibility documents for **CONSULTANCY SERVICES FOR THE 10-POINT AGENDA ASSESSMENT AND DOCUMENTATION PROJECT OF ALAMINOS CITY, PANGASINAN**. Interested consultants must submit their eligibility documents on or before February 8, 2013 at 9:00AM at 2nd Floor, BAC Secretariat, Budget Office, Alaminos City Hall Building, Alaminos City, Pangasinan. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
 3. Issuance of Eligibility Documents is from February 1-7, 2013 from 8:00 – 5:00PM (weekdays except holidays) only. Eligibility documents may be purchased by the interested Bidders at the 2nd Floor, BAC Secretariat, Budget Office, Alaminos City Hall Building, Alaminos City, Pangasinan upon submission of an Expression of Interest upon payment of a non-refundable fee of Five Thousand Pesos (Php 5,000.00).
- Eligibility check and short listing shall be on **February 8, 2013 at 9:30AM at Conference Room, 2nd Floor, Alaminos City Hall Building, Alaminos City, Pangasinan**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
4. The prospective bidder must have the following minimum qualifications:
 - a. Must have at least ten years experience in information, education and communication (IEC) materials development and production, specifically in the area of national development. Must present at least three recent projects in that field, preferably in government.
 - b. Must have at least ten years experience in print production. Must present portfolio of works – coffee table book, sequential art magazine, comic books – preferably within the scope of IEC.
 - c. Must have at least ten years experience in multimedia production – audio, video presentation (AVP), television, internet – that also has graphics and animation components. Must present at least two samples of recent works.
 - d. Must have proven track record in multi-location shoots within above-mentioned time frame. Must give at least two references of recent clients with similar requirements.
 - e. Must have done works related to tourism, countryside development and culture. Must present at least two samples of recent works.
 - f. Must have its own facilities and equipment (except printing press) to execute the above-mentioned projects at the most time- and cost-efficient way.

¹ In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

- g. Must submit a detailed work program with timelines for the project.
 - h. Must provide a staffing pattern for the project with names and bio-data of creative and technical persons who will be working on it. Creative personnel must provide portfolio of works.
5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest and 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:

- Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firm or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultant. : (30%)
 - Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking. : (50%)
 - Current workload relative to capacity. : (20%)
6. 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.

7. The Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)** procedure. For this purpose, the technical proposal and Financial Proposal shall be given weights at 70% and 30% respectively, comprising a total of One Hundred Percent (100%). The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders. The minimum technical score shall be 70%.
8. The contract shall be completed within Sixty (60) Calendar Days from the Issuance of Notice to Proceed.
9. The **CITY GOVERNMENT OF ALAMINOS, PANGASINAN** 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:

MS. PAMELA RAOET

BAC Secretariat

City Budget Office, 2nd Floor, Alaminos City Hall Building

Quezon Avenue, Poblacion, Alaminos City, Pangasinan

(075) 551-2420

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MS. ROWENA F. RUIZ

Chairman - Bids and Awards Committee