



Republic of the Philippines

National Economic and Development Authority

The National Economic and Development Authority (NEDA) intends to re-bid the **Consultancy Services for the Production of AVPs on the Updated Philippine Development Plan (PDP) and the Updated NEDA Story** with an Approved Budget for the Contract (ABC) of Seven Hundred Thousand Pesos (Php700,000.00) for FY 2015. Details of the project are in the attached Terms of Reference (TOR).

Prospective bidders will be selected using Limited Source Bidding (LSB) as the mode of procurement, in accordance with the relevant provisions of Republic Act (RA) 9184 and the Government Procurement Policy Board (GPPB) Resolution No. 05 – 2011. A bidder will be determined as eligible and ineligible through the processes, qualifications and criteria described in the Bidding Documents.

Interested bidders will be required to submit the following to the NEDA Bids and Awards Committee (NBAC) for Consulting Services (CS):

- (a) Expression of Interest (EOI);
- (b) Eligibility documents as provided for under Sections 24.1 and 24.2 of the Revised Implementing Rules and Regulations (IRR) of RA 9184 (see Annex A); and
- (c) Complete Pre-Production Proposal for each AVP, which includes original and creative concepts designs, production and communication treatments and costing, as specified in Section VI of the TOR, and Financial Proposal (see Annex B).

Only those consultants who will submit EOI and pay the corresponding participation fee of PhP1,000.00, together with the required eligibility documents, shall be deemed eligible to proceed with the subsequent procurement process. Class "A" documents, including Tax Clearance, may be submitted in advance, but not later than 08 May 2015, for preliminary evaluation of compliance provided the Consultant has already paid the corresponding participation fee on or before 08 May 2015. Bidders who previously paid the participation fee in December 2014 or 30 March 2015 for the subject procurement are not required to pay the same for this next round of procurement.

Bidders who have previously submitted proposals in December 2014 and/or 30 March 2015 may

- (a) submit only those documents which have not been submitted in December 2014/30 March 2015 or which validity may have expired (e.g., Mayor's Permit, Tax Clearance); and
- (b) submit their updated Company Profile/Curriculum Vitae (CV) and/or Pre-Production Proposal as they deem necessary. If the profile/CVs/proposal submitted previously are deemed adequate and valid, bidders should indicate the same in the letter of EOI, provided that if this is not indicated therein and no updated company profile/CVs/proposal are submitted, then the previous submissions shall be used.

The final selection of service provider shall be based on the submitted proposals on the following criteria:

| | Updated PDP | Updated NEDA Story |
|----------------------|--------------------|---------------------------|
| Production Concept | 20% | 20% |
| Production Treatment | 15% | 15% |
| Production Design | 10% | 10% |
| Production Budget | 5% | 5% |
| Sub Total | 50% | 50% |
| Grand Total | 100% | |

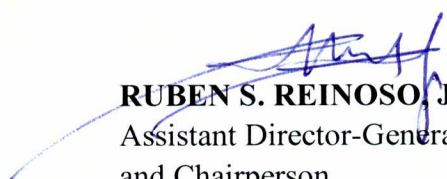
Interested Bidders may obtain further information from the NBAC-CS Secretariat at the **3rd Floor, NEDA-sa-Pasig Building, Ortigas Center, Pasig City**. A complete schedule of activities is listed as follows:

| ACTIVITY | DATE | TIME | VENUE |
|---|---|--|--|
| 1. Issuance of Bidding Documents upon payment of a non-refundable bidding/participation fee in the amount of PhP1,000.00. | <i>April 27 to May 19, 2015</i> <i>May 20 , 2015</i> | <i>8:00 AM to 5:00 PM;</i> <i>8:00 AM to 12:00 NN</i> | <i>3rd Floor</i> <i>NBAC for Consulting Services Secretariat (Infrastructure Staff)</i> |
| 2. Submission and Receipt of Bids | <i>On or before May 20, 2015</i> | <i>12:00 NN</i> | <i>3rd Floor</i> <i>NBAC for Consulting Services Secretariat (Infrastructure Staff)</i> |
| 3. Bid Opening | <i>May 20, 2015</i> | <i>1:00 NN</i> | <i>3rd Floor Infrastructure Conference Room</i> |

The NEDA reserves the right to accept or reject any bid, including that of the single eligible bidder, waive any minor deviation in the bid which will not materially affect the substance of the bid and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

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RUBEN S. REINOSO, JR.
Assistant Director-General
and Chairperson
NBAC for Consulting Services

ANNEX A: Eligibility Requirements

For purposes of determining the eligibility of bidders, the following documents shall be submitted using the forms prescribed in the Bidding Documents:

a) Class "A" Documents

Legal Documents

- i. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- ii. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
- iii. Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Documents

- iv. 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 past four (4) years (as provided in the Bidding Documents). The statement shall include all the following information:
 - (a) the name and location of the contract;
 - (b) date of award of the contract;
 - (c) type and brief description of consulting services;
 - (d) consultant's role (whether main consultant, subcontractor, or partner in a JV)
 - (e) amount of contract;
 - (f) contract duration; and
 - (g) certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract; and
- v. 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, including their respective curriculum vitae.

Financial Document

- vi. 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" Documents

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.

ANNEX B: Components of Bid Proposal

1. Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously.
2. The first envelope shall contain the following technical information/documents
 - a) Eligibility documents enumerated in the attached Annex A. *(if updating/renewal of validity of any previously submitted eligibility documents is necessary or if any previous submission was deficient).*
 - b) Bid security in the form and amount indicated in Section 15 of the Instructions to Bidders.
 - c) Information indicated in the paragraphs below must be provided by the Consultant and each partner and/or subcontractor, if any, following the prescribed formats:
 - i. A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subcontractor on projects of a similar and related nature as required in form TPF 2. Consultant's Reference. For each project, the outline should indicate *inter alia*, the project, contract amount and the Consultant's involvement. Information should be provided only for those projects for which the Consultant was legally contracted by itself or as one of the major participating consultants within an association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners and/or subcontractors, but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.
 - ii. A complete pre-production proposal for each AVP and a concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR.
 - iii. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.
 - iv. A Time Schedule for Professional Personnel (TPF 7) indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
 - v. An organization chart indicating relationships amongst the Consultant and any partner and/or subcontractor, the Procuring Entity, the Funding Source and the GOP, and other parties or stakeholders, if any, involved in the project.
 - vi. Comments, if any, on the TOR (TPF 3) to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that

could improve the quality/effectiveness of the Project. In this regard, unless the Consultant clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule.

- vii. A list of facilities requested by the Consultant to be provided by the Procuring Entity in addition to those shown on the Data Sheet that may include support facilities such as: counterpart staff, office space, local transportation, equipment, domestic administrative support, etc. that would be needed to carry out the project.
 - viii. The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format (TPF 6) shown in the Bidding Documents.
 - ix. Only one CV for each consultant involved in the Project may be submitted for each position.
 - x. The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract.
- d) Sworn statement in accordance with Section 25.2(b)(iv) of the IRR of RA 9184 and using the form prescribed in the Bidding Forms.
3. The second envelope shall contain the financial proposal, which must be submitted in hard copy using the format prescribed in the Bidding Documents.