

Eligibility Documents

1. Eligibility Criteria

1.1. The following entities shall be allowed to participate in the bidding for this Consulting Services:

- (a) Sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least 60 percent of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines and of which at least 60 percent 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 60 percent interest belongs to citizens of the Philippines; or
- (e) Entities forming themselves into a joint venture (JV), *i.e., a group of two (2) or more 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 60 percent. For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the JV as specified in their JV Agreement (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 (EOI) 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 Government of the Philippines (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 EOI, Clause 5 and the [EDS](#) for purposes of determining eligibility of prospective bidders:

(a) Class “A” Documents –

Legal Documents

- (i) Registration certificate from the 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) Valid Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Valid Tax Clearance Certificate per Executive Order (EO) No. 398, Series of 2005, reviewed and approved by the Bureau of Internal Revenue (BIR);

Technical Documents

- (iv) Statement of the prospective bidder of all its ongoing and completed government and private contracts (properly labeled), including contracts awarded but not yet started, if any, whether similar, relevant or not similar/relevant in nature and complexity to the contract to be bid as defined in the [EDS](#), within the relevant period provided in the [EDS](#). The statement shall, for each contract, include, but not limited to, the following:
 - (iv.1) complete name/title and location of the contract;
 - (iv.2) date of award of contract (in day-month-year);
 - (iv.3) brief description of the project including the type/nature of the scope of works;
 - (iv.4) consultant’s role (whether main consultant, subcontractor, or partner in a JV), including a detailed discussion/description of such role
 - (iv.5) total project/contract cost;
 - (iv.6) approximate amount of the consulting services rendered;
 - (iv.7) contract duration for the services rendered (in month and year); and
 - (iv.8) certificate of completion / satisfactory service / final payment, or equivalent/similar document, specified in the [EDS](#) issued by the client, in the case of a completed

contract (with the date of issuance of such certificate indicated);

- (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 in accordance with Clause 1.2, including their respective updated curricula vitae (CVs) that show, at the very least, the consultant's educational background, related training and relevant experience (in months and years with detailed description/discussion on the nature and scope of works/services rendered).

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" Document –

Valid JVA, in case a JV is already in existence. In the absence of a JVA, duly notarized statements from all the potential JV 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 JV in the event of a contract award shall be ground for the forfeiture of the bid security. Each JV partner 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 Bids and Awards Committee (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 (1) shortlisted 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 and the [EDS](#).
- 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 the eligibility documents 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 (1) 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 the 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 EOI and the [EDS](#).

6. Late Submission of Eligibility Documents

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 and the [EDS](#). 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 they have 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 as specified in Clause 5 and the [EDS](#).

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 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 EOI, 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, said bidder 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. Shortlisting of Consultants

- 9.1. The BAC of the Procuring Entity shall draw up the shortlist of prospective bidders from those declared eligible using a detailed set of criteria and rating system.
- 9.2. Shortlisted Firms shall be invited to participate in the bidding for the procurement undertaking listed in the [EDS](#) through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity. Participating shortlisted Firms shall be required to purchase Bidding Documents.
- 9.3. Only proposals from shortlisted Firms that have purchased Bidding Documents shall be opened and considered for award of contract. These shortlisted Firms, whether single entities or JVs, should confirm in their proposals that the information contained in the submitted eligibility documents remains correct as of the date of submission.

Eligibility Data Sheet (EDS)

Eligibility Documents	
1.2	Professional Regulations Commission (PRC), if applicable.
1.3	Foreign Advertising Agencies / Strategic Communications Firms may be eligible to participate provided they must be registered with the Securities and Exchange commission (SEC) and/or any agency authorized by the laws of the Philippines.
2.1	Please see Reference to Section 5 of this EDS.
2.1(a)(i)	No additional requirements.
2.1(a)(iv)	<p>Similar contracts are those for the conduct of advocacy campaigns engaging the youth through various media platforms/channels.</p> <p>The Advertising Agency / Strategic Communications Firm, and its partner/s, must have been in existence for at least five (5) years and must have undertaken similar advocacy campaigns engaging the youth through various media platforms/channels within the last five (5) years, with an aggregate cost of at least 50 percent of the Approved Budget for the Contract (ABC) for this procurement activity. Impact of said advocacies or campaigns must be demonstrated through appropriate metrics set by the client (sales performance, number of inquiries, web traffic, social media engagement, etc.) or client feedback.</p> <p>Proofs of such similar advocacy campaigns undertaken by the Advertising Agency / Strategic Communications Firm should be submitted together with the proposal, including the appropriate metrics or client feedback.</p>
2.1(a)(iv.8)	Certificate of completion / satisfactory service / final payment, or equivalent/similar document, for all submitted completed contracts within the last five (5) years.
3.1	Please see Reference to Section 5 of this EDS.
4.1	No additional requirements.
4.2	Each prospective bidder shall submit one (1) original and four (4) properly tabbed/labeled copies of its eligibility documents.
4.3(c)	<p>Hon. Ruben S. Reinoso, Jr. Assistant Director-General and Chairman NEDA Bids and Awards Committee for Consulting Services (NBAC-CS)</p>

4.3(d)	Consulting Services for the Development and Implementation of a Stakeholder Engagement, Communication, and Research Results Dissemination Strategy for the National Long-Term Vision
5	<p>The address for submission of eligibility documents is:</p> <p>3/F NEDA-sa-Pasig Bldg. #12 Saint Josemaria Escriva Drive, Ortigas Center, Pasig City 1605</p> <p>The <u>deadline for submission of eligibility documents</u> is 11 August 2015, 12:00 P.M.</p>
7.1	Please see Reference to Section 5 of this EDS.
7.2	Please see Reference to Section 5 of this EDS.
8.1	<p>The place of opening of eligibility documents is:</p> <p>Office of the Assistant Director-General for Investment Programming Conference Room, 4/F NEDA-sa-Pasig Bldg., #12 Saint Josemaria Escriva Drive, Ortigas Center, Pasig City.</p> <p>The <u>date and time of opening of eligibility documents</u> is 11 August 2015, 1:00 P.M.</p>
9.1	Please see Reference to Section 4.3(d) of this EDS.