



REPUBLIC OF THE PHILIPPINES

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR THE PROCUREMENT OF CONSULTING SERVICES FOR SOCIAL MEDIA CAMPAIGN AND PRODUCTION OF IEC MATERIALS FOR THE ECONOMIC AND FINANCIAL LITERACY WEEK 2018

1. The National Economic and Development Authority (NEDA) intends to apply the sum of **Two Million Five Hundred Thousand Pesos and 00/100 (PHP2,500,000.00)**, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs, as the Approved Budget for the Contract (ABC), to payments under the Contract for the subject consulting services. Proposals received in excess of the ABC shall be automatically rejected at the opening of the Financial Proposals.
2. The NEDA now calls for the submission of EOI and eligibility requirements for the *Procurement of Consulting Services for Social Media Campaign and Production of IEC Materials for the Economic and Financial Literacy Week 2018*. The contract shall be completed within a period of twelve (12) weeks, commencing from the date of the Notice to Proceed (NTP).

Eligibility submissions of interested Consultants must be duly received by the NEDA Bids and Awards Committee for Consulting Services (NBAC-CS) on or before **August 07, 2018 12:00 NN** at the following address:

Carlos Bernardo O. Abad Santos
Assistant Secretary and NBAC-CS Chairperson
c/o Procurement Management Division
2/F NEDA-sa-Pasig Building, #12 Saint Josemaria Escriva Drive
Ortigas Center, Pasig City 1605

3. Interested Consultants may obtain further information from NEDA and acquire a complete set of Bidding/Proposal Documents at the address given above from **Mondays to Fridays, 8:00 A.M. to 5:00 P.M., starting July 25, 2018** upon payment of the applicable fee for the Bidding/Proposal Documents in the amount of **PhP5,000.00**. The Bidding/Proposal Documents may also be downloaded free of charge from the Philippine Government Electronic Procurement System (PhilGEPS) and NEDA websites, provided that Consultants shall pay the applicable fee for the Bidding/Proposal Documents not later than the submission of their proposals.
4. A Pre-Proposal/Bid Conference will be held on **August 24, 2018, 2:50 PM** at the DIOC/DIS Conference Room, G/F NEDA-sa-Pasig Building, #12 Saint Josemaria Escriva Drive, Ortigas Center, Pasig City 1605. Representative/s should bring a letter addressed to the

NBAC-CS Chair certifying that the representative/s has/have authority to speak for and in behalf of the Consultant.

5. Interested Consultants have the option to submit their Legal, Financial and Class “B” Eligibility Documents (1 original copy and 4 copies), as applicable, in advance (**on or before July 30, 2018, 5:00 P.M.**) for preliminary evaluation by the NBAC-CS in terms of completeness/compliance. The NBAC-CS, however, shall only proceed with the preliminary evaluation upon payment of a participation fee of **PhP2,000.00**. Note that said amount shall cover the attendant administrative cost for the eligibility check and shortlisting process and shall be deducted from the cost of the Bidding/Proposal Documents. The NBAC-CS, after its preliminary evaluation of advance submissions, shall inform the participating Consultants of any deficiency in their respective submissions at least three (3) calendar days prior to the deadline for submission of Eligibility Documents set in this Request for EOI.
6. The NBAC-CS shall draw up the short list of Consultants from those who have submitted EOI, including the Eligibility Documents, and have been determined as eligible in accordance with the relevant provisions of Republic Act (RA) No. 9184, or the Government Procurement Reform Act (GPRA), and its Revised Implementing Rules and Regulations (IRR). The short list shall consist of three (3) to seven (7) prospective Consultants who will be entitled to submit proposals. The criteria and rating system for shortlisting are as follows:

Rating Factor (Hurdle Rate: 60%)	Points
I. Track Record Years of existence Number of months engaged in similar/relevant projects	60
II. Qualification of Key Personnel Team Leader Years of related work experience Educational attainment/Training Social Media Manager Years of related work experience Educational attainment/Training	30
III. Financial capacity FC=CA=CL- 2 months cost of all ongoing committed projects 2 months cost of ABC FC= Financial Capacity CA=Current Assets CL= Current Liabilities Financial Capacity should be at least 100%	10
TOTAL	100

Notes:

- i. A prospective bidder must get a total of at least 60 points to be included in the shortlist
 - ii. Nominated personnel should submit a signed written commitment stating that he/she shall work for the Study once awarded the contract.
 - iii. The Financial Capacity of the Firm/Service Provider may be supplemented by a Letter of Credit (LC) from a commercial bank in the Philippines equivalent to at least two (2) months cost of the ABC.
7. The selection process will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184. This procurement activity is open to all interested Consultants, subject to the conditions for eligibility provided in said Revised IRR.
 8. Proposals shall be evaluated using the Quality Based Evaluation (QBE) procedure. The criteria and rating system for the evaluation of proposals shall be provided in the Instructions to Proponents/Bidders.
 9. NEDA reserves the right to reject any and all proposals, including that of a single eligible proponent, waive any minor deviation in the submitted documents which will not materially affect the substance of the proposal, annul the procurement/bidding process, or not award the contract without thereby incurring any liability to the affected participating Consultant/s.
 10. For further information, please contact the NBAC-CS Secretariat:

*2/F Procurement Management Division, Adm. Staff
#12 Saint Josemaria Escriva Drive, Ortigas Center, Pasig City 1605
(02) 631-3732 / (02) 631-0945 to 59 local 204
Fax Nos. (02) 634-7916*

Issued on 23 July 2018.


CARLOS BERNARDO O. ABAD SANTOS
Chairperson-NBAC-CS