







TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

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 bacsecretariat@tieza.gov.ph
 www.tieza.gov.ph

REQUEST FOR EXPRESSION OF INTEREST No. 20-10-0006

In line with the government's directive to ensure safety and to prevent the spread of COVID-19, please be informed that the bidding activities for this project shall be done online/electronically.

1. The Tourism Infrastructure and Enterprise Zone Authority (TIEZA), through its Bids and Awards Committee (BAC), intends to apply the sum of **One Million Four Hundred Thousand Pesos Only (Php 1,400,000.00)** being the Approved Budget for the Contract (ABC) for the **CONSULTANCY SERVICES FOR A THIRD PARTY CUSTOMER SATISFACTION SURVEY**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The TIEZA now calls for the submission of eligibility documents for the above-mentioned consultancy services. Opening of Eligibility Documents shall be on **5 November 2020 at 10:00 a.m.** through video conference via Microsoft Teams. Application for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
3. Interested bidders may obtain further information from the TIEZA BAC Secretariat (please see contact details below) and inspect the Bidding Documents on our website and at the posting on the Philippine Government Electronic Procurement Service (PhilGEPS) website.
4. In line with the government's directive to ensure safety and prevent the spread of COVID-19, please be guided that the purchase of the bidding documents shall be online.

The Authority to Accept Payment (ATAP) is available at TIEZA's website. Interested bidders can download the ATAP, completely fill out the form and send the scanned copy to the BAC Secretariat's email. An instruction to settle thru bank deposit will be given thereafter.

Please note the payment for the documents is a non-refundable fee in the amount of **One Thousand Pesos only (Php 1, 000.00)**. Once paid, the complete set of Eligibility Documents will be provided to the prospective bidders thru email. Please note further that purchase of the said documents are available on **28 October 2020 – 4 November 2020 from 8:00 am to 5:00 pm**, except Fridays, Saturdays, Sundays and Holidays and on **5 November 2020 from 8:00 to 9:00 a.m.**

Bidders who will buy the documents shall deposit the amount in either one of the following TIEZA bank accounts:

Account Name: TIEZA
Development Bank of the Philippines (DBP) Account #: 0405-018676-030 (Makati Branch)
Land Bank of the Philippines (LBP) Account #: 1782-1046-47 (Pasong Tamo Branch)

The deposit slip shall be kept and a scanned copy shall be sent to tieza.bacsecretariat@gmail.com.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Eligibility Documents not later than the submission of their bids.

5. Eligibility proposal will be opened in the presence of the consultants' authorized representatives by joining the video conference. Interested bidders may contact TIEZA BAC Secretariat at this e-mail address, tieza.bacsecretariat@gmail.com, for details. **Late bids shall not be accepted.**

Consultants shall submit their **archived/compressed in a document folder and password-protected** online eligibility proposal reflecting the name of the project

Please indicate the following in the email subject:

- **Name of the Project/ELIGIBILITY PROPOSAL**

on or before **5 November 2020 at 9:30 a.m.** to the TIEZA BAC Secretariat through a soft copy sent via e-mail to tiezabac.online@gmail.com, provided that it complies with the following conditions:

- It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format with the **password provided by their authorized representatives** to the members of the Bids and Awards Committee **during the opening** of eligibility requirements through video conferencing via Microsoft Teams.;
- It is arranged accordingly based on the Eligibility Checklist using standard file name.
- The documents should be sent as raw file. Submission of documents through Google drive or similar application is not allowed.

Note that the BAC shall open the envelopes using a non-discretionary "pass/fail" criterion. If a Consultant submits the required document, it shall be rated "passed" for that particular requirement. The prospective consultant needs to ensure that ALL files submitted online can be easily accessed and read during the Opening of Bids, otherwise, it will be considered as "failed" for failure to include any requirement or are incomplete or patently insufficient.

Further, within two (2) days after being passed the eligibility stage, the bidder shall submit two (2) hardcopies of the documents submitted online. The hardcopy will be used for evaluation by the Technical Working Group (TWG) to determine authenticity and consistency with the previously submitted softcopy. Failure to submit the hardcopy within the period set shall be a ground for "disqualification". Please note that the content of the hardcopy and the softcopy (submitted online) should be EXACTLY the same. A Certification on this shall be filled out and submitted by the prospective bidder. This will be required during the submission of the Hardcopy of your Bid proposal. Failure to submit the required Certification and/or any discrepancy found between the softcopy and hardcopy shall be a ground for disqualification.

6. The BAC shall draw up the shortlist of consultants from those who have submitted the Expression of Interest, including the 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 shortlist shall not exceed three (3) prospective bidders who will be entitled to submit bids. Please refer to below criteria and rating system for shortlisting.

CRITERIA	RATING
Applicable experience of the consultant	50 points
Qualification of personnel	30 points
Current workload relative to capacity	20 points

An eligible consultant should pass the minimum score of 75 points to be included in the shortlisting.

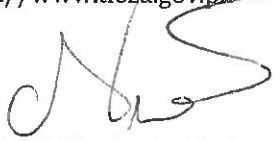
7. Bidding will be conducted through an open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships, or organizations with at

least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

8. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure. The criteria and rating system shall be provided in the Instructions to Bidders.
9. The contract shall be completed in accordance with the Terms of Reference.
10. The TIEZA reserves the right to reject any and all bids, declare a failure of bidding, not to award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please contact:

BAC Secretariat
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ENGR. NESTOR M. DOMALANTA
Chairperson
Bids and Awards Committee