



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

19 September 2022

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Section I. Notice of Eligibility and Short Listing

Dear **Mr. Santiago**:

1. The **Tourism Infrastructure and Enterprise Zone Authority (TIEZA)** has an approved budget for the contract in the amount of **Two Million Pesos Only (Php 2,000,000.00)** for the project **PROCUREMENT OF CONSULTING SERVICES FOR THE 2022 CUSTOMER SATISFACTION SURVEY AS PER PR NO. 22-08-0420**, for which the Bidding Documents is issued.
2. The TIEZA now invites bids to provide the above mentioned consultancy services. More details on the services are provided in the Terms of Reference (TOR) for the project.
3. The Consultant shall be selected and employed in accordance with Quality-Cost Based Evaluation (QCBE) procedure as described in the Bidding Documents.
4. This notice has been addressed to the short listed consultant:
 - **MARKET RELEVANCE CORP.**
5. It is not permissible for you to transfer this invitation to any other consultant.
6. The Bidding Documents may be acquired at TIEZA website.
7. The *Tourism Infrastructure and Enterprise Zone Authority* will hold a Pre-Bid Conference on **27 September 2022, 10:00 a.m.** through video conferencing or webcasting via *Microsoft Teams*, which shall be open to all shortlisted consultants.
8. Bids must be duly received by the BAC Secretariat through soft copy *sent* online or electronic submission as indicated below, on or before **10 October 2022, 9:30 a.m.** Late bids shall not be accepted.
9. Bid opening for the Technical Proposal shall be on **10 October 2022, 10:00 a.m.** via *Microsoft Teams*. and Bid Opening for the Financial Proposal shall be on **18 October 2022, 10:00 a.m.** via *Microsoft Teams*. Only those Financial Proposals of Consultants who passed the minimum required score of **75%** of their technical proposal shall be opened. Bids will be opened in the presence of the consultants' representatives who choose to attend the activity.
10. Bidders shall submit their archived/compressed documents in a folder and password protected online bid proposals (Financial and Technical folders) in TWO (2) separate emails reflecting the name of the project.



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Please indicate the following in the email subject:

- Name of the Project/TECHNICAL PROPOSAL
- Name of the Project/FINANCIAL PROPOSAL

on or before **10 October 2022 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 bids through video conferencing via Microsoft Teams.;
- It is arranged accordingly based on the 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 Five (5) days after being declared as highest rated/lowest calculated, the bidders 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.

11. You may visit the following websites:

For online bid submission: tiezabac.online@gmail.com

For inquiries/concerns: bacsecretariat@tieza.gov.ph

Very truly yours,


Atty. NIÑO RUPERTO F. AQUINO
Chairperson
Bids and Awards Committee