



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

REQUEST FOR EXPRESSION OF INTEREST

No.23-08-0008

1. The Tourism Infrastructure and Enterprise Zone Authority (TIEZA), through its Bids and Awards Committee (BAC), intends to apply the sum of **Five Million Pesos Only (Php 5,000,000.00)** being the Approved Budget for the Contract (ABC) for the **PROCUREMENT OF CONSULTANCY SERVICES FOR TIEZA'S BRAND BUILDING, DIGITAL MEDIA AND COMMUNICATION STRATEGY**. 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 face to face submission of eligibility documents for the above-mentioned consultancy services on or before **August 24, 2023 at 9:30 a.m.**. Opening of Eligibility Documents shall be on **August 24, 2023 at 10:00 a.m.** through face to face. 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 **Five Hundred Pesos only (PhP 500.00)**. 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 **16 August 2023 – 23 August 2023 from 8:00 am to 5:00 pm**, except Fridays, Saturdays, Sundays and Holidays and on **24 August 2023 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. 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.

6. 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.
7. The Procuring Entity shall evaluate bids using the Quality Based Evaluation (QBE) procedure. The criteria and rating system shall be provided in the Instructions to Bidders.
8. The contract shall be completed in accordance with the Terms of Reference.
9. 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.
10. In line with the government’s directive to ensure safety and to prevent the spread of COVID-19 all bidders are required to adopt and comply with the following safety protocols during the submission and opening of bids:
 - a. Each bidder shall authorize and send only one (1) representative who

shall be allowed entry to TIEZA premises and to make official transactions with the authority.

- b. Presentation of covid-19 vaccine, booster card, and Antigen test with negative results issued by a DOH accredited clinic obtained within 24 hours.
- c. Must pass the physical screening thru visual inspection or with equipment, and should not show any signs or symptoms of covid related disease such as coughing or sneezing.
- d. Must indicate a body temperature of 36.6 degree Celsius or lower.
- e. Must wear proper facemask all the times.
- f. Must practice social distancing.
- g. Must avoid physical contact such as handshakes, touching, etc.
- h. Must avoid unnecessary talking.
- i. Must bring own pen.

11. For further information, please refer to:

BAC Secretariat
7th Floor, Tower 1 Double Dragon Plaza Double Dragon Meridian Park
Macapagal Avenue corner EDSA Extension Bay Area Pasay City
(+632) 249-5986 loc. 713 or 714

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/tieza.gov.ph>

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

For purchase of bidding documents: tieza.bacsecretariat@gmail.com

15 August 2023


ATTY. NIÑO RUPERTO F. AQUINO
BAC Chairperson