

REQUEST FOR PROPOSAL

P.R. No./Date 201811-04011 / 29 November 2018

RFQ No./Date: 201901-_____ / 07 January 2019

Sir / Madam:

Please quote your lowest price/s for the item/s listed below including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies to the General Services Division, Administrative Office c/o Mr. Jerson Q. de la Torre, 25/F Floor of the above address or e-mail to msdizon@phcc.gov.ph on or before **11 January 2019, 10:00 AM**.


Your participation to this bidding shall be subject to the requirements as identified below:

- PhilGEPS Registration Number.
- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- Professional License/Curriculum Vitae.
- Omnibus Sworn Statement.
- Signed Terms of Reference.
- Proposal must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions
- Bids must be submitted using this form. Supplemental information using your company stationery may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, menu, etc.
- Bids should not exceed the Approved Budget for the Contract (ABC) in the total amount of ₱750,000.00
- Award shall be made by lot (please bid for all items to avoid disqualification of bid) or
- Award shall be made by line item.
- Bids should be valid for a **minimum of one (1) month** from deadline of submission of bids as indicated above
- Procured items shall be delivered to PCC Office
- Payment terms: Send Bill arrangement
- Refusal to sign and accept an Award/Purchase Order/Job Order or enter into contract without justifiable reason, maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

In case you do not receive any communication from PCC within **10 days**/months from the deadline indicated above, it will mean that the award was not made in your favor. With the end in view of obtaining the contract most advantageous to the government, PCC reserves the right to: 1) accept or reject any or all the quotations/bids; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PCC-AO-GSD - c/o Mr. Jerson Q. de la Torre, in the above address/telephone numbers.

Very truly yours,


Atty. Joseph Melvin B. Basas
Chairperson, PCC Bids and awards Committee

Item No.	QTY	UNIT	ITEM/DESCRIPTION	TOTAL (PhP)
1		LOT	Engagement of Event Management Firm for the 2019 Forum on Competition in Developing Countries.	
			<i>(Note: Please see attached Terms of Reference (TOR) for specific details)</i>	
			*****NOTHING FOLLOWS*****	
This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68 and the delivery schedule shall be completed within 5 calendar days from the receipt of the Purchase Order.				TOTAL:

(Bidders, please provide complete information below)

Signature : _____
 Name/Designation : _____
 Name of Company : _____
 Address : _____
 Telephone/Fax : _____
 E-mail Address: _____
 TIN : _____

ANNEX A.

PROJECT TITLE: Hiring of Event Management Firm for the 2019 Forum on Competition in Developing Countries

I. Short listing of Prospective Bidders

Criteria	Point System	Weight
<p>1. Applicable Experience of the Firm</p> <p>1.1. No. of years in the business</p> <p>1.1.1. At least five (5) years</p> <p>1.1.2. 3-4 years</p> <p>1.1.3. 1-2 years</p> <p>1.2. Number of completed contracts Similar to the Project within the last three (3) years with aggregate cost of at least 50 percent of the Approved Budget for the Contract</p> <p>1.2.1. More than 3 projects</p> <p>1.2.2. 2 projects</p> <p>1.2.3. 1 project</p>	<p>25 points</p> <p>16.5 points</p> <p>8.25 points</p> <p>25 points</p> <p>16.5 points</p> <p>8.25 points</p>	<p>50%</p>
<p>2. Qualification of Top Management Personnel</p> <p>2.1. Experience of the Personnel</p> <p>2.1.1. More than 5 years</p> <p>2.1.2. 3-5 years</p> <p>2.1.3. 1-2 years</p> <p>2.2. Educational Qualification</p> <p>2.2.1. Graduate of any Bachelor's Degree in Arts and Humanities, Social Sciences, Communications and any similar study</p> <p>2.2.2. Graduate of any Bachelor's Degree</p> <p>2.2.3. Vocational Studies or Units Earned</p>	<p>15 points</p> <p>9.9 points</p> <p>4.95 points</p> <p>15 points</p> <p>9.9 points</p> <p>4.95 points</p>	<p>30%</p>
<p>3. Absorptive Capacity of the Firm</p> <p>3.1. Net Financial Contracting Capacity (NFCC)</p> <p>3.1.1. NFCC is more than 100% the Approved Budget for the Contract (ABC)</p> <p>3.1.2. NFCC is 50% - 100% of the ABC</p> <p>3.1.3. NFCC is 25% - 49% of the ABC</p> <p>3.1.4. NFCC is 1% - 24% of the ABC</p>	<p>20 points</p> <p>15 points</p> <p>10 points</p> <p>5 points</p>	<p>20%</p>
TOTAL		100%
Passing Rate		75%

II. Evaluation of Shortlisted Firm

Criteria	Point System	Weight
A. Technical Evaluation		80%
1. Qualification of Personnel to be Assigned to the Project		20%
1.1. Account Director ("Lead Consultant")		
1.1.1. Education		
<ul style="list-style-type: none"> Graduate of any Bachelor's Degree in Arts and Humanities, Social Sciences, Communications and any similar study 	5	
<ul style="list-style-type: none"> Graduate of any Bachelor's Degree 	3	
<ul style="list-style-type: none"> Vocational Studies or Units Earned 	1	
1.1.2. Relevant Experience		
<ul style="list-style-type: none"> Handled more than 3 projects 	5	
<ul style="list-style-type: none"> Handled 2-3 projects 	3	
<ul style="list-style-type: none"> Handled less than 2 projects 	1	
1.2. Production Manager ("Co-Lead Consultant")		
1.2.1. Education		
<ul style="list-style-type: none"> Graduate of any Bachelor's Degree in Arts and Humanities, Social Sciences, Communications and any similar study 	5	
<ul style="list-style-type: none"> Graduate of any Bachelor's Degree 	3	
<ul style="list-style-type: none"> Vocational Studies or Units Earned 	1	
1.2.2. Relevant Experience		
<ul style="list-style-type: none"> Handled more than 3 projects 	5	
<ul style="list-style-type: none"> Handled 2-3 projects 	3	
<ul style="list-style-type: none"> Handled less than 2 projects 	1	
2. Plan of Approach and Methodology		60%
II.1 Approach and Methodology (Implementation Plan, Creative Design and Production of AVP)		
<ul style="list-style-type: none"> Very Good¹ 	30	
<ul style="list-style-type: none"> Good² 	22	
<ul style="list-style-type: none"> Satisfactory³ 	15	
<ul style="list-style-type: none"> Poor⁴ 	8	

¹ Characteristics under "good" are present with additional activities/recommendations that add value to the project. Important issues are approached in an innovative and efficient way, indicating that the offeror has understood the main issues of the assignment and has outstanding knowledge of new solutions. The proposal details ways to improve the results and the quality of the assignment by using various approaches, methodologies, and knowledge

² The proposed approach is discussed in full detail, and the methodology is specifically tailored to the characteristics of the assignment and flexible enough to allow its adaptation to changes that may occur during project execution.

³ The steps to carry out the different activities of the TOR are discussed generically. The approach is standard and not specifically tailored to the assignment. Although the approach and methodology are suitable, they don't include a discussion on how the offeror proposes to deal with critical characteristics of the assignment.

⁴ The approach and/or methodology to carry out important activities indicated in the TOR are inappropriate or very poorly presented, indicating that the offeror has misunderstood important aspects of the scope of work.

Criteria	Point System	Weight
II.2 Work Plan (Timeline of activities)		
• Very Good ⁵	30	
• Good ⁶	22	
• Satisfactory ⁷	15	
• Poor ⁸	8	
Financial Evaluation		20%

⁵ Characteristics under "good" are present. Decision points and the sequence and timing of activities are very well defined, indicating that the offeror has optimized the use of resources. The work plan is explained in relation to the proposed approach and permits flexibility to accommodate contingencies.

⁶ The work plan fits the TOR well; all important activities are indicated in the activity schedule and their timing is appropriate and consistent with the assignment outputs; and the interrelation between the various activities is realistic and consistent with the proposed approach. There is a fair degree of detail that facilitates understanding of the proposed work plan.

⁷ All key activities are included in the activity plan, but they are not detailed. There are minor inconsistencies between timing, assignment outputs, and proposed approach.

⁸ The activity plan omits important tasks; the timing of activities and correlation among them is inconsistent with the approach and/or methodology proposed. There is lack of clarity and logic in the sequencing.